

**AMERICAN LETTER-WRITERS**

**1698-1943**

---

**WEISS**









# American Letter-Writers 1698-1943

*By* Harry B. Weiss



New York  
The New York Public Library  
1945

REPRINTED FROM THE  
BULLETIN OF THE NEW YORK PUBLIC LIBRARY  
OF DECEMBER, 1944 AND JANUARY, 1945  
PRINTED AT THE NEW YORK PUBLIC LIBRARY  
form p514 [v-24-45 2c]

# American Letter-Writers, 1698-1943

By HARRY B. WEISS

FOR HUNDREDS OF YEARS letter-writers have been published in a steady flow and have circulated among those who wanted to write eloquent, polite, and effective letters on all sorts of subjects, but who lacked the skill to express themselves adequately. Confronted by this situation, such persons could, and still can, turn to a letter-writer or handbook containing model letters suitable for all occasions. It is with this type of general letter-writer, designed for the "average" person, that the present account is concerned. Such books as those dealing with the letters of famous persons, medieval formularies, papal formularies, literary correspondence, social etiquette, stenographer's rules, form letters for business and advertising, spelling, punctuation, etc., of which there are hundreds, have been excluded from consideration. It is the homely and simple letter-writer with which I am concerned and not the specialized ones for persons anxious to increase their incomes.

Much fun has been poked at these little books that aimed to teach the art of polite letter-writing. Edmund Pearson in his chapter on genteel behavior in *Queer Books*, reproduces some of the letters from the *Letter Writers' Own Book*, published in Philadelphia in 1848, and comments upon the amusement such letters give to people who feel above such advice. Russel Crouse in *The American Keepsake*, also reproduces some of the model love letters that appeared in the "literary gift books," or "keepsakes" that flourished from 1826 to around 1850, along with smug reading matter of various sorts supposed to be polite literature. There have also been histories of letter-writing, but for the most part these are not histories at all, but compilations of historical and literary letters of famous persons and authors, typical of different periods. However, in 1902 Maude Bingham Hansche reviewed the contribution of the letter to the essay and the novel and studied not only some of the early letter-writers as the term is understood in the present account, but also the prose epistolary literature preceding the appearance of the prose essay and literary letter. Miss Hansche was not occupied with the history of letter-writers as such, and neither were other authors who studied letter-writers as contributors to other forms of literary efforts. It was not until 1934 that a scholarly and discriminating history of letter-writers appeared. This, written by Katherine Gee Hornbeak, was entitled *The Complete Letter Writer in English, 1568-1800*.<sup>1</sup> It also contains a bibliography

<sup>1</sup> In: *Smith College studies in modern languages*, vol. xv, nos. 3-4, April - July, 1934.

of the English letter-writer from 1568 to 1800 including those published in America. Because of the completeness of the Hornbeak study, it will be used as a basis for a part of this introduction to the "Preliminary Check List of American Letter-Writers, 1698-1943." Because of its availability, only enough of its wealth of information will be utilized to provide a background for an understanding of the development of American letter-writers. Readers who desire more detailed information will be amply rewarded if they consult the original paper.

Apparently the first letter-writer to be printed in English was *The Enimie of Idlenesse* . . . by William Fulwood. This was printed in London, 1568, by Henry Bynneman for Leonard Maylard. It consists of four books. The first supplies "Instructions how to endyte Epistles and Letters" together with an enumeration of the parts of a letter such as the salutation, subscription and superscription, and with directions for the application of the principles of oration, with examples. The second book contains twenty-three letters of learned men such as Poliziano, Ficino, Pico della Mirandola, Pope Innocent VIII, etc. The third book includes familiar letters on everyday affairs, such as occur in business and family life, letters from a father to his son, a wife to her husband, a mother to her daughter, a merchant to his factor, etc., together with replies. The fourth book contains flattering love letters in verse and prose. This letter-writer was very popular and numerous editions were published, with of course some changes and additions.

Previous to the appearance of *The Enimie of Idlenesse*, there were available the printed letters of Latin and Greek authors such as Cicero and Aretino, manuscript compilations, and printed formularies in Latin, Italian and French. Italian formularies were numerous and popular in England as were also French letter-writers during the sixteenth century.

Although *The Enimie of Idlenesse* was probably the earliest English letter-writer, Miss Hornbeak found a few pages of French and English business letters in *Communications familiares non moins propres que tresutiles à la natio angloise desireuse & diseteuse due langage françois* printed in 1563, or five years previous to the appearance of Fulwood's book. What is more important, however, she discovered that *The Enimie of Idlenesse* on the whole, was a faithful translation of *Le Stile et maniere de composer, dicter, et escrire toute sorte d'epistre, ou lettres missiues, tant par response, que autrement*, published at Lyons in 1566, and tentatively attributed to S. LeMoyne, by the *British Museum Catalogue*.

Another early English letter-writer was *A Panoplie of Epistles, or, a Looking Glass for the vnlearned, Gathered and translated out of the Latine*

*into English*, by Abraham Fleming, London, Printed for Ralph Newberie, 1576. This quarto of 448 pages consists of model letters by 57 authors including Cicero, Plato, Socrates, Pliny, Aristotle, Seneca, Erasmus, etc., as well as a dissertation on the theory of letter writing. The letters, that are translated from the Latin, are classified into twenty-one types such as exhortatorie, accusatorie, commendatorie, excusatorie, congratulatorie, consolatorie, amatorie, conciliatorie, etc., Fleming having used as a source the formulary compiled by Libanius. There is only one love letter in this book and that follows a note advising flattery, fair speeches, praise of her person, a complaint of her cruelty, his misery, entreaties, and promises, a routine which lovers have always used with success. The model love letter itself contains such phrases as "golden glistening hairy lockes," "comfortable countenance," "crimson cheekes," "sugred lippes," and "neate proportion." What woman could resist such flattery?

*The English Secreterie, wherein is contained, a perfect Method for the inditing all Manner of Epistles and familiar Letters*, by Angel Day, London, 1586, was, according to Hornbeak, the first English letter-writer to show independence of alien tradition and customs. This letter-writer includes a detailed discussion and model letters for "the unlearned," written to meet contemporary needs. Although Day was influenced by his predecessors, the Latin formularies with their rhetorical principles of letter-writing, his application of previous theories was tempered with common sense. The various usable models, rather than the elaborate rhetoric, made Day's letter-writer popular over a period that continued into the seventeenth century. In the 1607 edition of Day's work, approximately 100 model letters are presented in 32 subdivisions of Demonstrative, Deliberative, Judicial and Familiar letters. The second part, added after the first edition, contains most of his practical letters such as those from apprentices to their fathers, from servants to masters, between husbands and wives, etc. Although the classical style appeared in many letter-writers through the seventeenth century, with Day's book there came a partial freedom from the advice of Cicero, Aristotle, Erasmus and others. Day was a miscellaneous writer. He wrote poetry, including a pastoral romance entitled *Daphnis and Chloe* and in 1563 he was apprenticed to a London stationer, Thos. Duxsell, for a period of twelve years.

Day's letter-writer apparently had no influence upon its successors. It was not imitated and its letters were not used by later compilers. Miss Hornbeak states that the reason for this was the appearance in 1602 of Nicholas Breton's *Poste with a Packet of Madde Letters*, wherein the vivacious models are far superior to the drab letters in the usual letter-writers. Breton's spark-

ling and spirited letters were written with freshness and gusto. No attention was paid to rhetoric, nor to the rigid groupings of the formularies. The 153 models include family letters, friendly letters, love letters, letters on university life, courtship, consolation, etc., and completely reflect the varied social scene of the early seventeenth century. Some are witty, some are scurrilous and many are diverting. His letter-writer was the first to contain models for the borrowing of money and asking repayment.

For nearly a century there were many editions of Breton's popular letter-writer, and of course, many imitations. *The Dictionary of National Biography* contains a long list of Nicholas Breton's poetical and prose works, which are of high quality. In 1929, The Cresset Press Ltd., of London, brought out a limited edition of Breton's *A Mad World My Masters*, edited and with an appreciative introduction by Ursula Kentish-Wright. Miss Hornbeak states that "only twice has genius touched the complete letter-writer in English: once in Nicholas Breton's *Poste with a Packet of Madde Letters* and again — almost a century and a half later — in Richardson's *Letters Written to and for Particular Friends*."

Mention should be made here of a letter-writer that was probably the first English guide to business correspondence. This was written in 1587 and entered in the Stationers' Register in 1589. Later editions appeared in 1607, 1616 and 1640. The 1607 edition is entitled *The Merchants Avizo. Verie Necessarie For their Sons and Servants, when they first send them beyond the Seas, as to Spaine and Portingale, or other Countries*, By I. B., Merchant, London, Printed by John Norton, 1607. In addition to the model letters with their ethical instructions there are sections dealing with weights and measures, value of money in Spain, Portugal and France, and with directions for selecting the best wares.

For a period of fifty years following 1640, French influence dominated the polite correspondence of English letter-writers. This was due principally to Jean-Louis Guez de Balzac and Jean Puget de la Serre. Balzac, who with others, attempted to polish the French tongue, was the author of twenty-seven collections of ornate, affected and inflated letters that were imitated by La Serre in his *Le Secrétaire de la cour*, Paris, 1625, and in his *Le Secrétaire à la mode*, Paris, 1640. A translation of *Le Secrétaire à la mode* as *The Secretary of Fashion* appeared in London in 1640, 1654 and 1673, and La Serre's imitations of Balzac's pompous style were translated in *The Academy of Complements. Wherein Ladyes, Gentlewomen, Schollers, and Strangers may accomodate their Courtly Practice with most Curious Ceremonies, Complementary, Amorous, High expressions and formes of speaking, or writing,*

London, 1640. The strain of French influence in this letter-writer, which was devoid of Anglo-Saxon ideas and expressions, persisted for 200 years in English letter-writers. A *New Academy of Compliments: or, The Lover's Secretary*, was published in London in 1784 and in Worcester, Massachusetts in 1795, and this letter-writer which borrowed so heavily from *Le Secrétaire à la mode*, flourished in America as well as in England. Some of the model letters of *Le Secrétaire à la mode*, also made their appearance in *The Young Secretary's Guide*, by John Hill, London, 1687, and *The Young Man's Companion*, by William Mather, London, 1681.

Although the courtly French element lingered on in English letter-writers as late as 1840, it did not at all dominate the eighteenth-century letter-writers. When *The Young Secretary's Guide: or, a Speedy Help to Learning*, by J. Hill, London, 1687, appeared, it contained a native spirit that eventually overshadowed the French element. This letter-writer specialized in letters that dealt with the actual everyday problems of the mass of people and with business and important affairs and not with successes in love. In addition to the model letters there were forms for bills, bonds, wills, indentures, deeds, letters of attorney, assignments, bills of sale, etc., together with the names of women, cities, counties, interest tables, etc. Until 1687, the model letters that dealt with business and family life were in the minority.

In *The Young Secretary's Guide* will be found nothing on courtship or romance and it was the first letter-writer to recognize the letter-writing needs of maid-servants. Its popularity is indicated by its numerous editions. The 1764 London edition is supposed to be the twenty-seventh and the 1750 Boston edition, the twenty-fourth. The contents of the various London editions are practically identical. The Boston editions show much variation. Some derive their model letters from *The Experienc'd Secretary*, By T. Goodman, London, 1707. In fact, Hornbeak states that the Boston editions of 1703, 1713, 1718, 1727 and 1730 are really editions of *The Experienc'd Secretary*, with the title of *The Young Secretary's Guide*. However, forty-seven of the fifty letters in *The Young Secretary's Guide*, Boston, 1707 and 1708, and *The Young Clerk's Guide*, Boston, 1708, originated in the London editions of *The Young Secretary's Guide*.

The 1728 Philadelphia and New York and the 1729 New York editions of *The Secretary's Guide* are descendants of the London editions of *The Young Secretary's Guide* and derive most of their letters from that source. The 1737 Philadelphia edition of *The Secretary's Guide* is indebted mostly to *The Young Secretary's Guide*, and to a less extent to *The Secretary of Fashion* and to the English edition of *The Secretary's Guide*.

Miss Hornbeak characterizes the model letters in *The Young Secretary's Guide*, *The Experienc'd Secretary*, and *The Secretary's Guide* as insipid and humdrum, being a combination of prosaic situations and a stilted, inflated style. Anyone who has read, or tried to read many of such letters will come to the same conclusions. There are letters, from an apprentice to his father, of reproof from an uncle to a nephew, of consolation to one in prison, to reclaim youthful extravagancies in a son, to a young man upon the death of his old wife, of reproof from a father to an ungracious son, and others like them, so dull and uninteresting that one's patience is strained to the utmost.

In 1741 the insipid models in *The Young Secretary's Guide* and its relatives were revitalized and their characters became alive in a new letter-writer entitled *Letters written to and for particular friends, on the most important occasions. Directing not only the requisite style and forms to be observed in writing familiar letters; but how to think and act justly and prudently, in the common concerns of human life. Containing one hundred and seventy-three letters, none of which were ever before published.* This letter-writer was printed in London for C. Rivington, in St. Paul's Churchyard, 1741. The author of this was none other than Samuel Richardson, although he never "publicly avowed his authorship." In 1928 George Routledge and Sons, Ltd., of London, brought out these letters as *Familiar Letters on Important Occasions, By Samuel Richardson. With an Introduction by Brian W. Downs.* Many of the situations and titles of the *Familiar Letters* were suggested by earlier letter-writers such as *The Young Secretary's Guide*, *The Experienc'd Secretary*, and *The Secretary's Guide*, and although there are similarities between Richardson's letter-writer and earlier handbooks, his book is more extensive; his letters are longer and many have a group relationship; he was not interested in rhetoric or in the technique of letter-writing such as forms to be followed, grammatical rules, and mechanical details; he imparted interest and aroused suspense; his correspondents are convincing individuals and not colorless characters and they write naturally; many of his letters are full of definite details of the life and activities of the times; and his love letters are not romantic. Although some utilitarian missives, common to all letter-writers, are always prosaic by reason of necessity, to most of his letters Richardson brought his skill as a novelist.

There were six editions of *Familiar Letters* before Richardson's death in 1761 and one in 1764. Not until 1928 was this work again printed. In the preface of the first edition Richardson states that throughout his letters on



various subjects, he has tried "to inculcate the principles of virtue and benevolence; to describe properly, and recommend strongly, the social and relative duties and to place them in such practical lights that the letters may serve as rules to think and act by as well as forms to write after." Richardson's 173 models are on the usual topics found in previous and later letter-writers such as:

To a father, against putting a youth of but moderate parts to a profession that requires more extensive abilities.

A young man in business, to a father, desiring leave to address his daughter.

To a brother too captious to bear himself the ridicule he practices upon others.

To a rich widow lady with children, dissuading her from marrying a widower of meaner degree, who has children also.

An excuse to a person who wants to borrow money.

A wife to her husband at sea.

To a young lady, cautioning her against keeping company with a gentleman of bad character.

Ridiculing a romantic rhapsody in courtship.

A father to a daughter in service, on hearing of her master's attempting her virtue.

From a tender father to an ungracious son.

To a father, on his neglect of his children's education.

From a country chapman beginning trade, to a city dealer, offering his correspondence.

From a country gentleman in town, to his brother in the country, describing a public execution in London.

According to Miss Hornbeak, Richardson's models, without acknowledgment, of course, circulated widely from 1746 to 1924 and later in 171 different issues of about 75 letter-writers in four languages, published from Bavaria to California. Eighty-two of these issues carried American imprints. Compilers borrowed from previous compilers and textual changes took place and adjustment in names and places were made to make them suitable for American readers.

In Miss Hornbeak's "Bibliography of the English Letter-Writer 1568-1800," there are 239 editions of letter-writers listed, some of them being different editions of the same title. However, the titles mentioned in the foregoing text appear to be the most important ones — not only because of their numerous editions, but because they were source books for other

letter-writers. Miss Hornbeak's "Bibliography" includes, from 1698 to 1800, thirty-six editions of letter-writers bearing American imprints, the titles of these being:

*The Secretary's Guide, or Young Man's Companion.*

*The Young Secretary's Guide: or, A Speedy help to Learning.*

*The Complete Letter-Writer: or, Young Secretary's Instructor.*

*The Complete Letter-Writer; or Polite English Secretary.*

*The Complete Letter-Writer, Containing Familiar Letters.*

*The New Complete American Letter-Writer: or, The Art of Correspondence.*

*Juvenile Correspondence.*

*The American Letter-Writer.*

*Models of Letters in French and English.*

*A New Academy of Compliments: or, The Lover's Secretary.*

*The American Academy of Compliments.*

*The New Universal Letter-Writer: or, Complete Art of Polite Correspondence.*

Thus for about 100 years or from 1698 to 1800, American needs were apparently served by a dozen titles. Even this figure is misleading because different editions of the same book have different titles and the same model letters appear in different letter-writers.

Miss Hornbeak in her "Introduction" states that she has listed 171 letter-writers that appeared after *Pamela* [1740] and that she did not attempt to list those not indebted to Richardson. An examination of her "Bibliography" however reveals only eighty-eight letter-writers after 1740, including the American ones, which borrowed from Richardson's letter-writer. Even though Miss Hornbeak did not attempt to list all the letter-writers after 1740 and up to 1800, so far as American editions from 1698 to 1800 are concerned, I have not been able to add many new titles to her list, although I have increased the number of editions from thirty-six to sixty-one.

In addition to the letter-writers published in America, there were importations. London editions of *The Young Secretary's Guide* were offered for sale between 1694 and 1700 by Michael Perry of Boston. About 1760, according to an extant broadside, W. Bradford of Philadelphia advertised *The Academy of Compliments* among other books imported from London. And Robert Bell of Philadelphia offered in 1783 *The Academy of Compliments, or Art of Courtship*, and also the *Secrètaire de la Cour*. Of course,

thousands of letter-writers have been lost during the passage of time, but enough have survived in libraries to give one a very good idea of their more or less continuous history.

As Miss Hornbeak has described, in her paper, the contents of the London letter-writers that preceded the American ones, there is no need to repeat her descriptions here. Instead, some brief notes will be given about the general contents of some letter-writers published in America from early times to the present, together with a few of their model letters. As it is beyond the scope of this paper to trace the sources of the models appearing in these letter-writers over a period of almost 250 years, this aspect will not be considered. From an examination of many of these books it is my general impression that Richardson's models and modifications of them have appeared in many American letter-writers from 1785 up to the present time. That they are circulating in a small way today is because some letter-writers copyrighted twenty-five and even forty years ago are purchasable today, even though their contents are out of step with present usage.

*The Young Secretary's Guide: or a speedy help to learning*, published in Boston, 1750, by Thomas Fleet is a book of 178 pages. In addition to its model letters it contains rules for capitalization, punctuation, forms for bills, bonds, interest tables, names of counties, a few pages of dictionary, and honorary titles. Its model letters include a letter of entreaty to continue abroad, of thanks for a kindness received, of advice to a friend, of congratulation, from an apprentice to his father, to ask pardon for a fault, from a wife to her absent husband, from a youth to his sister, etc. These are grouped under such headings as letters of recommendation, of entreaty, of remonstrance, of exhortation, of reproof, of congratulation, of comfort, etc., and the following model from this letter-writer is no doubt one of reproof, although it also sounds mandatory and exhortatory. There are no love letters in this book.

A LETTER WRITTEN TO RECLAIM YOUTHFUL EXTRAVAGANCIES IN A SON, &C  
Son,

The unhappy Report of your Vagaries and wild Extravagancies having reached my Ears, I could no longer refrain to let you understand, that I resent them very heinously, and am altogether displeased, that you should give up the Prime of your Years to such Follies, as you stand charged withal; especially when I expected other Fruits of my Labour and Care, to render

you such an one as might be a Credit rather than a Reproach to me, you little deserving the Cost I have from time to time bestowed upon you in Learning, and other things, to fit and qualifie you for Employments, that might not only prove profitable, but render you accomplished: Nor is it the smallest part of my Grief to hear, that you are addicted to Drinking, and uttering prophane Words and Expressions altogether unbecoming a Gentleman. Wherefore I conjure you, by all the bonds and ties of Nature and Affection, by which you stand bound and obliged to me, that you speedily reform your Ways and Actions, or expect to be ever disowned and rejected by

YOUR INCENSED FATHER

\* \* \*

In *The Complete Letter Writer, containing familiar letters on the most common occasions in life*, New York, 1793, one finds Richardson's models, as well as letters of Gay, Pope, Steele, etc., together with forty-eight pages of rules of grammar, composition, punctuation. There are also forms for cards and a spelling dictionary. The model letters are miscellaneous ones covering such subjects as courtship, marriage, advice, instructions, and including elegant letters on subjects to improve the style and entertain the mind.

In addition to letters on common occasions, letters of courtship and marriage, letters of advice and instruction, there are general rules and remarks on letter writing. The writer is advised to express his meaning as freely as possible. "Long periods may please the ear, but they perplex the understanding." An "easy, genteel, and obliging manner of address" is recommended. "Lofty phrases are improper, but the style should not be low and mean." In the following is shown the correct way for a son at school to address his father:

#### A SON'S LETTER AT SCHOOL, TO HIS FATHER

*Honored Sir,*

I am greatly obliged to you for all your favors: all I have to hope is, that the progress I make in my learning will be no disagreeable return for the same. Gratitude, duty and a view of future advantages, all contribute to make me thoroughly sensible how much I ought to labor for my own improvement and your satisfaction, and to show myself upon all occasions,

YOUR MOST OBEDIENT AND EVER DUTIFUL SON

Not only letter-writing, but dream interpretation, the significance of moles, love songs, toasts and dancing instructions, appeared in *A New Academy of Compliments: or, the Lover's Secretary*, Worcester, 1795. With this elegant guide to the social graces, one could be not only accomplished in the above, but could make out bills correctly and cast accounts. The colorless, model letters, dependent upon *Le Secrétaire à la Mode*, are the usual ones of compliment, complaint, entreaty, friendship, thanks, love, etc., even including "letters to complain of backbiting." This book contains a few pages on form, punctuation, etc., but no lengthy discourse on composition. One of its letters follows:

## CONGRATULATORY LETTER TO A NEW-MARRIED MAN

Sir,

Joy being the consequence of your happy choice, I make bold to congratulate you, being glad that you have now divided the power which you had acquired over my affection, as honouring at this present your dear wife, with the respect heretofore rendered to you only. I will persuade myself you will make no doubt of it, no more than of the passion I have to your service in quality of

YOUR MOST HUMBLE SERVANT

\* \* \*

*The American Academy of Compliments: or the Complete American Secretary*, Philadelphia, 1796, in addition to its model letters, witty dialogues and advice on the art of good breeding and behavior, included instructions for carving flesh, fish and fowl, and advice to young virgins. In *The Complete Letter-Writer: or, Young Secretary's Instructor*, are found 104 letters including replies, among which are:

A pressing and angry letter from a city dealer, to his correspondent in the country.

A young woman in town to her sister in the country, recounting her narrow escape from a snare laid for her on her first arrival, by a wicked procuress.

A model love letter and a model answer are reproduced below:

## FROM A RESPECTFUL LOVER TO HIS MISTRESS

Dear Madam.

I have long struggled with the most honourable and respectful passion that ever filled the heart of man; I have often tried to reveal it personally; as often in this way, but never till now, could prevail upon my fears and

doubts. But I cannot longer struggle with a secret that has given me so much torture to keep, and yet, hitherto, more than I have that pleasure, instead of being animated as I ought, I am utterly confounded. What can this be owing to, but a diffidence in myself, and an exalted opinion of your worthiness? and is not this one strong token of ardent love? Yet if it be, how various is the tormenting passion of its operations? Since some it inspires with courage, whilst others it deprives of all necessary confidence. I can only assure you madam, that the heart of man never conceived a stronger, or, sincerer passion than mine for you. If my reverence for you is a crime, I am sure it has been my sufficient punishment. I need not say my designs and motives are honourable: who dare approach so much virtuous excellence, with a supposition that such an assurance is necessary? What my fortune is, is well known; and I am ready to stand the test of the strictest enquiry. Condescend, madam, to embolden my respectful passion, with one favorable line; that if what I here profess, and hope farther to have an opportunity to assure you of, be found to be unquestionably truth, then my humble address will not quite be unacceptable to you; and thus you will far oblige, dear Madam,

YOUR AFFECTIONATE ADMIRER,  
AND DEVOTED SERVANT

#### THE ANSWER

Sir,

If modesty be the greater glory of our sex, surely it cannot be blame worthy in yours. For my own part, I think it the most admirable quality either man or woman can possess. Nor can there be, in my opinion, a true respect, where there is not a diffidence of one's own merit, and an high opinion of the person's we esteem.

To say more on this occasion, would little become me; to say less would look as if I knew not how to pay that regard to modest merit, which modest merit, only deserves.

You, Sir, best know your own heart; and, if you are sincere and generous, will receive as you ought this frankness from,

YOUR HUMBLE SERVANT

\* \* \*

In *The New Universal Letter Writer*, Charlestown and Newburyport, 1805, we find in its 285 pages, 142 model letters, "cards of compliment," legal forms, maxims, official titles, and an English spelling dictionary. The business letters are, as a rule, short. They are from merchants ordering goods, de-

manding payment, soliciting loans; from tenants to landlords, asking for more time in which to pay their rent; from insolvent debtors to their principal creditors and from storekeepers and servants on various business matters. The following amusing models are from a young man to his sweetheart and her reply:

FROM A YOUNG MAN, JUST OUT OF HIS APPRENTICESHIP, TO HIS SWEETHEART,  
IN THE NEIGHBORHOOD

*Dear Sally,*

I have been long in love with you, but was afraid to tell you. When I go with you to the theatre or Vauxhall Garden, I am almost like a fool, and altogether unfit for your company. I think of you all day, and at night I dream of my dear Sally. I am well settled in work and my wages are eight dollars every week. You and I can live on that, and I shall bring it home untouched on Saturday evening. I will not go to any tavern, but as soon as my work is done, return home to my dearly beloved Sally. I hope, my dear, you will not be angry, for I am really in love. I cannot be happy unless you are mine. I was afraid to mention this to you, but if you will leave an answer at my lodgings, I will meet you next Sunday, after dinner, at the Battery, when we will take a walk to Vauxhall and drink tea. How happy shall I be to hear from my charmer; but a thousand times more to think she will be mine.

I AM, MY DEAR, YOUR REAL LOVER

#### THE ANSWER

*Dear Jack,*

I received your very kind letter, but I do not know what to say in answer. Although I would be glad to marry, yet you men are so deceiving, that there is no such thing as trusting you. There is Tom Timber, the carpenter, and Jack Hammer, the smith, who have not been married above six months, and every night come home drunk, and beat their wives. What a miserable life is that, Jack, and how do I know but you may be as bad to me? How do I know but you, like them, may get drunk every night, and beat me black and blue before morning! I do assure you, Jack, if I thought that would be the case, I would scrub floors and scour saucepans as long as I live. But possibly you may not be so bad; for there is Will Copper, the brazier, and Peter Jackson, the printer, who are both happy with their wives; they are both home-bringing husbands, and have every day a hot joint of meat and a glass of grog. I know not yet what I shall do, but as I like to walk

to Vauxhall, I will meet you at the Battery, on Sunday after dinner, and then we will talk more of the matter.

I AM, DEAR JACK, YOUR MOST HUMBLE SERVANT

\* \* \*

The following letter from this 1805 letter-writer made its appearance in the *Complete Letter Writer*, published by Wehman Bros., New York, about 1900, almost 100 years later and no doubt appeared in many other letter-writers during that interval.

FROM A LADY WHO HAD FORMERLY KEPT A BOARDING-SCHOOL, TO ANOTHER OF  
THE SAME PROFESSION ON FEMALE EDUCATION

*Madam,-*

I received your letter, containing the following request, viz: What are the most proper methods to be used in conducting the education of young ladies, as to avoid extravagance on the one hand, and meanness on the other? This is a very important question. . .

It is the misfortune of the present age, that almost all ranks of people are so much infatuated as to strive who shall outdo one another in extravagance, and the daughter of an ordinary tradesman can scarce be distinguished from a lady of quality; if we inquire into the causes from which these effects flow, we shall find that they are partly owing to the conduct of their mothers, and partly to those entrusted with their education. . .

Mothers should, on every occasion, teach their daughters, that it is a duty incumbent on them not to have aspiring views beyond that station in which Providence has placed them: That humble unaffected modesty in a stuff gown, will be preferred, by every sensible person, before either silks or Brussels lace: That it is a greater accomplishment for a tradesman's daughter to wash a floor, than to dance on it; and much more useful to be able to dress a joint of meat, than point out the particular merit of an actress, and applaud or condemn a song. But the keepers of boarding-schools are still more culpable than parents. No sooner is a Miss placed in one of these seminaries, than she is taught to consider herself a young lady, and even honored with that high application. . .

But there is something still worse: she is not only unfit to be the wife of an honest industrious tradesman, but she often occasions his ruin: she expects to be supported in the same extravagant manner as at the boarding school: dissipation takes the place of prudence, public diversions are more



attended to than domestic duties, — and the unhappy husband, to enjoy peace, is often obliged to leave his business, that his lady may be honored with his company. . .

I AM, DEAR MADAM, YOUR SINCERE FRIEND

\* \* \*

Another model from the same 1805 letter-writer is quoted and this also had a long life, turning up in *Letter-Writing Made Easy*, New York, 1908.

FROM A YOUNG GENTLEMAN, IN EXPECTANCY OF AN ESTATE FROM A PENURIOUS  
UNCLE, TO A YOUNG LADY OF SMALL FORTUNE, DESIRING HER  
TO ELOPE WITH HIM

*My dear Maria:*

My uncle's laying his injunctions upon me not to see you any more has only served to add fuel to my passion. I can not live without you, and if you persist in refusing to comply, I will be miserable forever. I pay no regard to his threatenings, when put in competition with the love I have for you. Do not be afraid of poverty: if he should continue inexorable, I have still education sufficient to procure a genteel employment in one of the public offices, where I may rise to preferment. Therefore, if ever you loved me, let me beg that you will not make me any longer unhappy. Let me entreat you by all that is dear that you will comply with my request, and meet me at six on Sunday evening at the back door of the garden, where a chaise will be ready. I will fly on the wings of love to my charmer, and be happy in her embraces forever.

I AM

YOUR DEAR LOVER

\* \* \*

According to the model answer in the letter-writer, Maria refuses to be rushed off in any such manner. She is too prudent. She does not believe that her lover should sacrifice the estate of his penurious uncle to an impetuous passion because she dreads his indigence more than she regrets her own.

One runs across the same letters time and time again in letter-writers of the same period and later, demonstrating both laziness and lack of imagination on the part of the compilers. Many contain directions and rules for composition and advice on elegance in writing, and the letters themselves are full of codes of morals and behavior, such as duty to parents, public prayers, diligence, the avoidance of pitfalls, etc. For example, male coquetry

is more inexcusable than female, as well as more pernicious. Do not marry a fool; pay attention to health; cultivate books that improve the mind; ride horseback and walk in the open; avoid drink, dishonesty and gambling; don't always go abroad in a carriage; do needlework; dress in good taste; and "the finest bosom in nature is not as fine as what the imagination forms."

Of the total of 106 letters in *The Fashionable American Letter Writer*, Newark, 1832, 26 are on business, 23 on love, courtship and marriage, 44 on relationship, and 13 on friendship. The following model from this letter-writer illustrates how a dutiful daughter should write to her mother.

#### FROM A YOUNG LADY TO HER MAMMA

Give me leave, my dear mamma, to tell you, as well as my pen will permit me, or rather as well as my inexperienced hand is capable of directing it, how truly sensible I am of all your favours, and that I will endeavor by my conduct to merit the continuance of them. My prayers are, morning and night, offered up to heaven for your preservation, nor are you ever in the day absent from my thoughts. May Providence preserve you, and grant you everything you can wish for, from the good behaviour of

YOUR DUTIFUL AND AFFECTIONATE DAUGHTER

\* \* \*

Even in 1845, English influence is found in American letter-writers. In *The Parlour Letter-Writer and Secretary's Assistant*, Philadelphia, 1845, with its letters on business, love, friendship, etc., one finds English names of persons and places and also a model letter from an English nobleman in Queen Elizabeth's reign advising his son to pray, to obey his master, to seldom drink wine, to be merry, not to swear, not to tell untruths and to listen and not talk overmuch. The preface of this letter-writer is dated January 1, 1835. And in *The Letter Writers Own Book*, Philadelphia and New York, 1848, the following Richardson model occurs.

#### FROM A YOUNG LADY IN THE COUNTRY TO HER FATHER, ACQUAINTING HIM WITH AN OFFER MADE TO HER OF MARRIAGE

*Honoured Father,*

My duty teaches me to acquaint you, that a gentleman of this town, whose name is Smith, and by business a linen-draper, has made some overtures

to my cousin Arnold, in the way of courtship to me. My cousin has brought him once or twice into my company, as he has a high opinion of him and his circumstances. He has been set up three years, possesses a very good business, and lives in credit and fashion. He is about twenty-seven years old, and is likely in his person. He seems not to want sense nor manners, and is come of a good family. He has broken his mind to me, and boasts how well he can maintain me; but I assure you, sir, I have given him no encouragement, yet he resolves to persevere, and pretends extraordinary affection and esteem. I would not, sir, by any means, omit to acquaint you with the beginning of an affair, that would show a disobedience unworthy of your kind indulgence and affection. Pray give my humble duty to my honoured mother, love to my brother and sister, and respects to all friends.

I REMAIN YOUR EVER DUTIFUL DAUGHTER

\* \* \*

In this case, the father did not approve of the linen-draper and commanded his daughter to give the suitor no encouragement.

Again in *Everybody's Letter Writer*, Philadelphia, New York, Boston and Baltimore, 1851, the following good advice was given a daughter by her father:

A FATHER TO HIS DAUGHTER, REFUSING HIS CONSENT TO AN EARLY MARRIAGE

*Dear Daughter -*

The request made in your letter has been a source of mingled wonder and pain to me.

Nothing but the deep love I experience for you, would induce me to act contrary to your wishes, even in the most trivial matter; but I am compelled, from a sense of duty, and from motives of prudence, to withhold my approval; and I must even go so far as to censure you, and the young man for whom you plead, for your precipitate action in an affair so important to you both.

You are only sixteen years of age, and although a good daughter, you are not, as yet, qualified to take upon yourself the cares and responsibilities of married life.

Young people are often too impulsive, and imagine life as one great holiday of uninterrupted felicity. Although there is much for us to enjoy, yet

we should act with discretion and forethought and carefully yield our own wishes to the stern commands of duty.

Hoping, my dear child, that you will act with the same wisdom and consistency of conduct that has always characterized you, I remain with the fondest affection,

YOURS DEVOTEDLY,

\* \* \*

*How to Write*, that was published in New York in 1857, is a pocket manual of composition and letter-writing, including penmanship and brief, sensible, natural letters. When Beadle's *Dime Ladies' Letter-Writer* appeared about 1861, the preface claimed that its models remedied the defects of previous letter-writers and although, to some extent, this is true, the children's letters remind one of Maria Edgeworth, and of the fact that they were written by adults who knew exactly how children should behave. Sensible and natural letters for the most part are also found in *A New Letter-Writer for the Use of Gentlemen*, Philadelphia, about 1868. The models are not stiff and exaggerated. Some letter-writers of this and later periods were concerned more with teaching the art of sensible letter writing than with models for the guidance of the writers. This is true of *How to Write Letters*, Philadelphia, 1880, which deals with structure, composition, etc., and which was intended as a school text. In *Dick's Society Letter-Writer for Ladies*, New York, 1884, the letters are unaffected and sober, from the note accepting a seat in a church pew for an Easter celebration to the note to the butcher complaining about the meat. Model letters are missing from *The Correspondent*, New York, 1886, but everything else is included that an intelligent correspondent should know. And in *Charm and Courtesy in Letter-Writing*, New York, 1895, the author discards models and writes sound advice interestingly and philosophically. Models carrying the conviction that they were written by real people appear in *The New Century Standard Letter-Writer*, Chicago, 1900, and all the letters on business, love, friendship, etc., are simple in style and language.

Along with the change to models more suited to the times, some letter-writers continued to advance advice, particularly for writers of love letters. A sample of this is quoted from *Letter-Writing Made Easy for Ladies and Gentlemen*, New York, 1908:

"Your letters should express respect blended with exalted and overpowering passion, and this applies more particularly to your first letter. A tame, hesitating lover can not make a strong impression upon the hearts of the

gentle sex. . . He must compromise himself, fearlessly and thoroughly in his first address to her, and have his mind made up to stand the hazard of the die. . .

"It is best to use gilt-edged paper, and of a fine quality: write in a good hand if possible: fold and seal your missive neatly, and direct it in a bold, plain manner, that it may not fall into the hands of the wrong person, and expose your lady-love to the jeers and malicious remarks of idle and heartless worldlings."

\* \* \*

And flowery models like the following still pour from the pages of such books as *The Up-to-Date Universal Letter Writer*, Baltimore, 1912, to serve as inspiration to enchanted lovers.

SENTIMENTAL LETTER FROM A GENTLEMAN IN FLORIDA TO A LADY  
IN CALIFORNIA

*St. Augustine, Fla., Feb. 24, 19 - -.*

*My dearest Dorothy:*

Your precious letter, laden with the fresh gales of the Golden Gate, that breathe the sweet incense of those scented fields, bathed in the mellow light of the western sun, has just been handed to me by the postman and read with boundless joy. Indeed, my love, it came to me as to a shipwrecked mariner in the frozen arctic seas: like the visitation of a dazzling apparition from some fairy land beyond the placid stars, to cheer me in my loneliness and desolation. . .

Only a few more weeks and my enforced sojourn here will be at an end. But, Oh, sweetheart, how those weeks will lengthen out into years before I will be free to spread my wings of love that are to transport me through the cruel space which separates us and restore me to my place by your side, when once again I may clasp my darling in fond embrace and drink deep from the limpid fountain of her pure and chaste lips that subtle sweetness which is the transcending ecstasy of all earthly happiness. . .

In the meantime, my lovely Dorothy, I commend you to the care of that infinite unseen love of which mine for you is the highest finite expression.

With abiding affection,

I am, dearest, your faithful

HAROLD

Dorothy, not to be outdone, replies in a similar vein, in part, as follows:

*Los Angeles, Cal., March 1, 19 - .*

*Dearest Harold,*

Your sweet letter, bearing in its folds the spicy odors of the everglades, commingling with those sentiments of love so dear to my heart, came to me by the early mail, just as I was returning from my morning stroll among the vines.

With what rapturous delight, dearest Harold, do I dwell upon the promise which will restore you to me after this long and cruel separation! Only one year since inexorable fate condemned you to that exile — so great a sacrifice for my sake, and which filled my cup of gladness with the bitter brew of pain. Oh! how Time, who pursues with the speed of the wind the mirage Happiness, drags his leaden feet when chasing the rainbow Hope! . . .

I enclose a little rosebud, Harold dear, which I have kissed: and now I must hasten to seal my letter for the postman hurries up the gravel walk. In a few hours I will write again. Until then, sweetheart, good-bye.

Affectionately,

DOROTHY

\* \* \*

More and more business letter-writers appeared, although some business letters always were to be found in the all-purpose letter-writer. In addition to matters of correct stationery, construction, etc., such letter-writers specialize in sales letters, collection letters, credit letters, and the incorporation into them of "persuasive appeal" and "human interest." For the most part, they are without general interest unless one has something to sell, or money to collect and is not adept at wording one's own communications. However, even these utility letter-writers sometimes include unexpected models such as the following "collection letter" from *Business Letters and How to Write Them*, Chicago, 1928:

If you will favor Messrs. Packard & Buick with a pretty bank check for \$121. by the first day of the coming calendar month you will receive in return A BEAUTIFUL RECEIPTED BILL which, when properly framed, has been found to be a very pleasing ornament in any home. The golden opportunity to earn this choice gift free of all cost is yours for the mere effort of signing your name. We cannot with any degree of safety to our own

freedom do this for you, since there are dire penalties attached to Jim the Penman stuff — but we will sign the receipt if you will sign the CHECK.

*Oh, please, Mister!*

\* \* \*

The models in present-day letter-writers are for the most part present-day models, whether they are on business, social matters, love or friendship. Some of them are written about wartime activities and are supposed to be particularly applicable to the present time. Some are breezy and full of slang and humor. Others are sincere and thoughtful. Most of them are shorter than those in the old-time letter-writers, but all appear to be of the type that a sensible and intelligent person would write. They contain no advice on conduct and morals, with which the early models were filled, and it would appear that there has now been a complete break with tradition, although a few publishers continue to sell letter-writers of earlier periods.

Even an examination of the titles in the accompanying Check List of American letter-writers will afford some indication of what has taken place over the period from 1698 to 1943.

Previous to 1698 English letter-writers were imported and sold in the Colonies. From 1698 on, although some letter-writers were printed in America, they were still English letter-writers. A few were English dominated by French influence: *The Young Secretary's Guide* is listed frequently in the Check List from 1698 to 1750. From then to 1800 and even to as late as 1850 and 1860 there followed a flood of such titles as *The Complete Letter-Writer*, *New Universal Letter-Writer*, *Fashionable American Letter-Writer*, *Parlour Letter-Writer*, etc., all descendants of English letter-writers and containing many of Richardson's models, either in the original or in a modified form. From about 1860 on, there was a tendency to escape from English influence and more letter-writers were devoted to American business letters, school manuals, social and ceremonial forms, lessons in letter-writing, commercial correspondence, effective writing, instructions for secretaries, letter problems, style, composition, etc., and in many of these books the number of model letters declined in comparison with the number found in early letter-writers and such as were included exhibited no trace of English influence. The models declined and the general advice increased. For the most part, American letter-writers that are published at present are really American. While this was happening, a few publishers continued to bring out so-called American letter-writers containing modified English models, especially Richardson's, on love, friendship and family matters and even

today a thin stream of these continues to circulate along with the others. As a rule, the future social historian will find little information on American life in any of the American model letters and genius has not yet touched the American letter-writer as it touched the English letter-writer through Nicholas Breton and Samuel Richardson.

In view of compulsory education and the numerous commercial schools, it is difficult to understand the continued popularity of the letter-writer, unless people forget what they are taught in schools. Many of them are highly useful. There is no doubt about this and perhaps for some people they represent a means of acquiring easily, knowledge and culture that was denied to them.

As was stated in the opening paragraph, this account and the accompanying Check List are devoted mainly to the homely and simple complete letter-writer. The Check List does not include pamphlets and magazine articles on letter-writing, commercial letter-writers, school texts, etc., especially such as have become so numerous of late years. A few of these may have crept in by mistake because it was impossible for me to examine every title. I am sure that recent ones have been excluded. The Check List is also preliminary and there must be omissions because it was also impossible for me to canvass every library in the United States. In spite of these defects, it demonstrates the great and continued popularity of letter-writers in this country. Bilingual letter-writers have been omitted, for the most part. A few with English titles are included.

#### ACKNOWLEDGMENTS

The introduction and Check List have been based principally upon the collections of The New York Public Library, the American Antiquarian Society, the Library of Congress, Harvard College Library and Yale University Library. Titles were also received from The Historical Society of Pennsylvania, The New York Historical Society, Dartmouth College Library, The Free Library of Philadelphia, the Library Company of Philadelphia, the William L. Clements Library, Columbia University Library, The Grosvenor Library, the University of Pennsylvania Library, the Henry E. Huntington Library, The Newbury Library, Rutgers University Library, the Public Library of the City of Boston, The John Carter Brown Library, the Essex Institute and the Cleveland Public Library. To all these institutions I gratefully acknowledge my indebtedness and I sincerely appreciate their help.

I am also under special obligation to Clarence S. Brigham, Director of the American Antiquarian Society and to Felix Reichman, Librarian of the



Carl Schurz Memorial Foundation, Inc., for their continuous help and interest.

## REFERENCES

CROUSE, RUSSEL. *The American Keepsake*. Garden City, N. Y.: Doubleday, Doran and Company, Inc., 1932.

EVANS, CHARLES. *American Bibliography*. Chicago, 1903-31.

HANSCHKE, MAUD BINGHAM. *The Formative Period of English Familiar Letter-Writers and Their Contribution to the English Essay*. A thesis presented to the faculty of the Department of Philosophy of the University of Pennsylvania. Philadelphia, 1902.

HILDEBURN, CHARLES. *A List of the Issues of the Press in New York*. Philadelphia, 1889.

HORNBEAK, KATHERINE GEE. *The Complete Letter-Writer in English 1568-1800*. *Smith College Studies in Modern Languages*, vol. xv, nos. 3-4, April - July, 1934.

PEARSON, EDMUND. *Queer Books*. Garden City, N. Y.: Doubleday, Doran and Company, Inc., 1928.

RICHARDSON, SAMUEL. *Familiar Letters on Important Occasions*. With an Introduction by Brian W. Downs. London: George Routledge and Sons, Ltd., 1928.

ROBERTS, WILLIAM. *History of Letter-Writing from the Earliest Period to the Fifth Century*. London: William Pickering, 1843.

ROBERTSON, JEAN K. *The Art of Letter Writing*. An essay on the handbooks published in England during the sixteenth and seventeenth centuries. London: Hodder & Stoughton Ltd., 1942.

SAINTSBURY, GEORGE. *A Letter Book*. Selected with an Introduction on the History and Art of Letter-Writing. London: G. Bell and Sons, Ltd. New York: Harcourt, Brace and Co., 1922.

# PRELIMINARY CHECK LIST OF AMERICAN LETTER-WRITERS, 1698-1943 \*

1698

THE SECRETARY'S guide, or, Young man's companion. In four parts... New York: Printed and sold by William Bradford. 1698. sm. 8vo.

References: Hornbeak List, Sabin, Evans 818, Hildeburn.

1703

THE YOUNG secretary's guide: or, A speedy help to learning... 3rd ed. By Thomas Hill. Boston: Printed by B. Green & J. Alden [Allen] for S. Phillips, 1703.

Reference: Hornbeak List.  
Copies: BP, MHS.

1705

THE SECRETARY'S guide, or, Young man's companion... 2nd ed. New York: W. Bradford [1705?].

References: Hornbeak List, Sabin, Evans, Hildeburn.

1707

THE YOUNG secretary's guide; or, A speedy help to learning. In two parts. I. Containing the true method of writing letters on any occasion... II. Containing a most useful collection of the best presidents [sic] of bills, bonds... deeds, wills... indentures, &c. ... With a dictionary added... Also an appendix containing sundry paragraphs of the law, touching the matters in this book. Collected by B. W. Boston, N. E.: Printed by B. Green, for Nicholas Buttolph... 1707.

Note in records of Boston Public Library: "This is based on an English book of the same name which had appeared in many editions (7th, 1696; 27th, 1764) the author's name being given as J. Hill, which has been believed to be a pseudonym. From 1694-1700 it was imported and sold in Boston by Michael Perry. The third Boston edition was printed by B. Green in 1703 and attributed to Thomas Hill. The present edition contains, in a note to the reader, this statement: 'It was thought good to make a collection of such presidents [sic] as are most in use among us here in New England, and to fit them... to the circumstances of this country... and the book has been rewritten.' It has been suggested that B. W.

was Benjamin Wadsworth, President of Harvard College." Miss Hornbeak doubts the validity of this suggestion.

Reference: Hornbeak List.  
Copy: BP.

1708

A USEFUL and necessary companion in two parts... To which is added, an appendix, containing useful forms of letters, &c. Boston: Printed for, and sold by Nicholas Boone, 1708. Duodecimo, 44 l. Original sheep over wooden boards. The appendix contains two letters from scholars to their parents.

Reference: Listed in *Early American children's books*, by A. S. W. Rosenbach.

THE YOUNG clerk's guide: or, A speedy help to learning... "Collected by B. W." Boston: Printed by B. Green, for Nicholas Buttolph, 1708.

Same as *The Young secretary's guide*.  
Reference: Hornbeak List.  
Copy: MHS.

THE YOUNG secretary's guide: or, A speedy help to learning... "Collected by B. W." Boston, Printed by B. Green, for Nicholas Buttolph, 1708. 12mo. 192 p.

References: Hornbeak List, Evans 1354.  
Copy: BP.

1713

THE YOUNG secretary's guide: or, A speedy help to learning. In two parts... Made suitable to the people of New-England. The 4th ed. By Thomas Hill, gent. Boston, Printed by T. Fleet, for D. Henschman, 1713. 13½cm. 4 p.l., 196 p.

Running title: The experienced secretary: or, Citizen and countryman's companion.  
Copy: LC.

THE YOUNG secretary's guide; or, A speedy help to learning... 4th ed. By Thomas Hill, Gent. Boston, Printed by T. Fleet for Samuel Gerrish, 1713.

Reference: Hornbeak List.  
Copies: MHS, JCB.

\* Abbreviations: AAS, American Antiquarian Society; BHS, Buffalo Historical Society; BM, British Museum; BP, Boston Public Library; CU, Columbia University Library; DC, Dartmouth College Library; FLP, Free Library of Philadelphia; G, Grosvenor Library; HC, Harvard College Library; HEH, Henry E. Huntington Library; HSP, Historical Society of Pennsylvania; HTM, Howard Tilton Memorial Library; JCB, John Carter Brown Library; LC, Library of Congress; MHS, Massachusetts Historical Society; MdHS, Maryland Historical Society; NYHS, New York Historical Society; NYP, New York Public Library; NYS, New York State Library; R, Ridgway Library; RU, Rutgers University Library; S, Schwenkfelder Historical Library; TFP, Trenton Free Public Library; UP, University of Pennsylvania Library; W, Watkinson Library of Reference; WLC, William L. Clements Library; WiF, Wilmington Institute Free Library; YU, Yale University Library.

1717

THE SECRETARY'S guide, or, Young man's companion... 3rd ed. New York, W. Bradford, 1717.

References: Hornbeak List, Sabin, Evans, Hildeburn.

THE YOUNG secretary's guide: or, A speedy help to learning... Thos. Hill. 6th ed. Boston, J. Phillips, 1717.

Reference: Brinley Catalogue.

1718

THE YOUNG secretary's guide: or, A speedy help to learning... 5th ed. By Thomas Hill, Gent. Boston, Reprinted by John Allen, for Eleazer Phillips, Charlestown, 1718.

Reference: Hornbeak List.

Copies: NYP, MHS, JCB.

1727

THE YOUNG secretary's guide: or, A speedy help to learning... 6th ed. By Thomas Hill, Gent. Boston, Reprinted for Nicholas Boone, 1727. 14cm. 116, [4] p.

Reference: Hornbeak List.

Copies: HC, NYS.

1728

THE SECRETARY'S guide, or, Young mans companion... 4th ed. New York, W. Bradford; Philadelphia, A. Bradford, 1728.

Reference: Hornbeak List.

Copies: NYHS, HEH.

1729

THE SECRETARY'S guide, or, Young mans companion... 4th ed. New York, William Bradford, 1729.

Reference: Hornbeak List.

Copies: HSP, HEH.

1730

THE YOUNG secretary's guide: or, A speedy help to learning. In two parts. Part i. Containing the most curious art of inditing familiar letters. Part ii. Containing the nature of writings obligatory...made suitable to the people of New England. The seventh edition. With large and useful additions. By Thomas Hill, Gent. Boston: Printed by T. Fleet. 1730. 15cm. 156 p.

This is *The experienc'd secretary*, by Thomas Goodman. *The young secretary's guide*, by John Hill, is a different work. See *Smith College studies in modern languages*, v. 15, April/July, 1934, p. 85.

References: Hornbeak List, Evans 3288.

Copies: NYP, BP, HC, AAS, JCB.

1737

THE SECRETARY'S guide or young man's companion. In four parts: Containing, Part i. Directions for spelling, reading and writing true

English, with the pronunciation, &c. Part ii. How to write letters of compliment, friendship, or business; with proper directions for external and internal superscriptions, and other things necessary to be understood in that affair. Part iii. Arithmetic made easy... Part iv. Forms of the most useful writing, such as bills, bonds... To which is added, The family companion: containing rules and directions, how to make cyder, mead, wines of our own growth, &c... The fifth edition, greatly enlarged and carefully corrected. Philadelphia: Printed and sold by Andrew Bradford at the Sign of the Bible. MDCCLXXXVII. (2), (8), 248 p. sm. 8vo.

References: Hornbeak List, Evans 4127.

Copy: HSP.

1748

THE AMERICAN instructor: or, Young man's best companion. Containing, spelling, reading, writing, and arithmetick...and how to qualify any person for business... Instructions to write a variety of hands... How to write letters on business and friendship. Forms of indentures, bonds, bills of sale... Also merchants accompts...with a description of the several American Colonies. Together with carpenter's plain and exact rule: shewing how to measure carpenters, joyners, sawyers...work. How to undertake each work, and at what price...with Gunter's line and Coggeshal's sliding-rule. Likewise the practical gauger made easy...the art of dialling...with instructions for dying, colouring... To which is added, The Poor Planters Physician. With instructions for marking on linnen; how to pickle and preserve; to make...wine; and many excellent plaisters; and medicines... And also prudent advice to young tradesmen and dealers. The whole better adapted to these American Colonies than any book of like kind. By George Fisher. Accomptant. The ninth edition, revised and corrected. Philadelphia: Printed by B. Franklin, and D. Hall, at the New-Printing-office, in Market-Street. 1748. v, 378 p., 5 plates. 12mo.

Reference: Evans.

Copies: HSP, NYP.

1750

THE YOUNG secretary's guide: or, A speedy help to learning. In two parts. Part i. Containing the most curious art of inditing familiar letters, relating to business in merchandize, trade, correspondence, familiarity, friendship, and on all occasions: also directions for directing, superscribing and subscribing of letters with due respect to the title of persons of quality and others: Rules for pointing and capitalling in writing, &c... Part ii. Containing the nature of writings, obligations,

1750, continued

THE YOUNG secretary's guide...continued

&c... The twenty-fourth edition, with large additions. By J. Hill. Boston: Printed and sold by Thomas Fleet, at the Heart & Crown in Cornhill. 1750. 15.5cm. 178 p.

References: Hornbeak List, Evans 6517.

Copies: HC, MHS, NYHS, NYP, YU, BP, JCB.

1753

THE AMERICAN instructor: or, Young man's best companion. Containing spelling, reading, writing, and arithmetick, in an easier way than any yet published; and how to qualify any person for business, without the help of a master. Instructions to write varieties of hands, with copies both in prose and verse. How to write letters on business or friendship. Forms of indentures, bonds, bills of sale, receipts, wills, leases, releases, &c. Also merchants accoutments, and a short and easy method of shop and book-keeping; with a description of the several American Colonies. Together with the carpenter's plain and exact rule... How to undertake rock work... the rates of each commodity and the common wages of journeymen; with Gunter's line; and Coggeshal's description of the sliding rule. Likewise the practical gauger... the art of dialling... with instructions for dying, colouring and making colours. To which is added, The Poor planters physician: With instructions for marking on linnen; how to pickle and preserve; to make divers sorts of wines; and many excellent plaisters, and medicines... And also prudent advice to young tradesmen and dealers. The whole better adapted to these American Colonies, than any other book of the like kind. By George Fisher, accomptant. The tenth edition, revised and corrected. Philadelphia: Printed by B. Franklin and D. Hall, at the New-Printing Office, in Market-street, 1753. v, 384, (2) p., 6 plates. 12mo.

With a list of books for sale by Franklin and Hall. Contains models of letters, instructions for punctuation, arithmetical rules, historical tables, medical remedies, etc. Is not a letter-writer, but is included in this list because of its model letters.

Reference: Evans 7120 (indexed in Evans under Mrs. Slack).

Copy: HSP.

1760

THE AMERICAN instructor: or, Young man's best companion... The twelfth edition, revised and corrected. New-York: Printed and sold by H. Gaine, bookseller at the Bible and Crown in Hanover Square. 1760. 12mo. v, [1], 378 p.

Reference: Evans 8736.

Copies: NYHS, AAS.

1761

THE COMPLETE letter-writer; or, Young secretary's instructor... By W. H. Dilworth. New York, H. Gaine, 1761.

References: Hornbeak List, Evans 8840.

1763

THE COMPLETE letter-writer; or, Polite English secretary. By W. H. Dilworth. New York, Hugh Gaine, 1763. 12mo.

References: Hornbeak List, Evans 9377.

1766

THE AMERICAN instructor: or, Young man's best companion. Containing... New-York: Printed and sold by Hugh Gaine, 1766.

Reference: Evans 10495.

1770

THE AMERICAN instructor: or, Young man's best companion... The fifteenth edition, revised and corrected. Philadelphia: Printed and sold by John Dunlap, at the Newest Printing-Office, in Market-Street. M,DCC,LXX. 24mo. v, 390 p., plate.

Reference: Evans 11859.

Copies: HSP, AAS.

THE AMERICAN instructor; or, Young man's best companion... New York, Hugh Gaine, 14th ed. 1770.

Not in Evans.

Copy: AAS.

1775

THE AMERICAN instructor... Burlington, I. Collins. 21st ed. 1775.

Reference: Evans 14458.

Copy: AAS.

1779

THE AMERICAN instructor: or Young man's best companion. Containing, spelling, reading, writing, and arithmetic, in an easier way than any yet published; and how to qualify any person for business... Instructions to write variety of hands, with copies in prose and verse. How to write letters on business and friendship. Forms of indentures, bonds, bills of sale... Also merchants accoutments... with a description of the several American Colonies. Together with the carpenter's plain and exact rule... with Gunter's line and Coggeshal's description of the sliding rule. Likewise the practical gauger... the art of dialling... with instructions for dying, colouring, and making colours. To which is added, The poor planters physician: with instructions for marking linnen; how to pickle and preserve; to

make divers sorts of wine; and many excellent plaisters and medicines... And also prudent advice to young tradesmen... The whole better adapted to these American Colonies than any other book of the like kind. By George Fisher, Accomptant. Boston, J. Boyle & J. D. M'Dougall, 1779.

Reference: Evans 16524.

Copy: AAS.

## 1785

THE AMERICAN instructor: or, Young man's best companion. Containing spelling, reading, writing, and arithmetic, in an easier way than any yet published; and how to qualify for business without the help of a master... By George Fisher, Accomptant. New-York: Printed by Hugh Gaine, 1785.

Reference: Evans 19243.

THE COMPLETE letter-writer; or, Polite English secretary. Containing familiar letters on the most common occasions in life... London, Printed. Boston, reprinted by John West Folsom, 1785.

Reference: Hornbeak List.

Copy: BP.

THE INSTRUCTOR: or, American young man's best companion. [Thirty lines.] By George Fisher, Accomptant. The thirtieth edition. Printed at Worcester, Massachusetts, by Isaiah Thomas [1785]. 384 p., frontispiece. 12mo.

Reference: Evans 19244.

Copy: AAS.

## 1786

THE COMPLETE letter-writer. Containing familiar letters on the most common occasions in life... By W. H. Dilworth. A new edition. New York, Samuel Campbell, 1786.

References: Hornbeak List, Evans.

THE INSTRUCTOR: or, American young man's best companion. Containing spelling, reading, writing, and arithmetic... and how to qualify any person for business... Instructions to write a variety of hands... How to write letters of business or friendship... Forms of deeds, bonds, bills of sale... etc. Also merchants accounts... with a description of the counties and market towns of England and Wales, etc. Together with the method of measuring carpenters, joiners... work. With a description of Gunter's line... Likewise the practical gauger... the art of dialling... with instructions for dying, colouring... and some general observations for gardening every month in the year. To which is added, The Family's best companion: with instructions for marking on linen: How to pickle and preserve: to make divers sorts of wine; and many excellent plaisters and medicines... and a com-

pendium of the sciences of geography and astronomy... and a survey of the celestial bodies. Also, several very useful tables. By George Fisher, Accomptant. The second Worcester edition, enlarged and improved. Printed at Worcester, Massachusetts, by Isaiah Thomas, and sold at his Book-Store, near the Court-House. MDCCLXXXVI. Price bound 6s. 12mo. 384 p., frontispiece.

Reference: Evans 19990 (Mrs. Slack).

Copy: AAS.

## 1787

THE AMERICAN instructor: or, Young man's best companion. Containing, spelling, reading, writing, and arithmetic... and how to qualify a person for business... Instructions to write variety of hands... How to write letters of business or friendship. Forms of indentures, bonds... etc. Also merchants accounts... Together with the method of measuring carpenters, joiners... work. With the description of Gunter's line, and Coggeshal's sliding rule. Likewise the practical gauger made easy... the art of dialling... with instructions for dying, colouring... and some general observations on gardening... With instructions how to pickle and preserve... to make divers sorts of wine; and many excellent plaisters and medicines... A compendium of the sciences of geography and astronomy. Also some useful tables. By George Fisher, accountant. With alterations and amendments adapted to the use of the youth of the United States of America. Philadelphia: Printed and sold by Joseph Cruikshank, in Market-Street. MDCCLXXXVII. 12mo. xii, 372 p.

Reference: Evans 20709.

Copy: AAS.

## 1789

THE New complete American letter writer: or, The art of correspondence. Containing letters on the most important subjects, viz. Business, friendship, love and marriage, courtship, politeness, economy, affection, amusement, duty, advice, religion, &c. Composed by writers eminent for their perspicuity, and elegance of expression. To which are added, the principles of politeness, extracted from the letters of the late Lord Chesterfield. Also, moral maxims and reflections by the late Duke de La Rochefoucauld. With forms of message cards, instructions how to address persons of all ranks in the United States of America, France, Spain, Italy, Holland, and Great-Britain. And a copious English spelling dictionary. Philadelphia: Printed by William Spotswood, Front-street between Market and Chestnut-Streets. 1789.

References: Hornbeak List, Evans 21985.

1791

JUVENILE correspondence; or, Letters, suited to children, from four to above ten years of age... New Haven, Abel Morse, 1791.

Reference: Hornbeak List.  
Copy: W.

THE NEW complete letter writer; or, The art of correspondence... Worcester, Mass., 1791.

Copies: YU, AAS.

1792

THE NEW complete letter writer: or, The art of correspondence... Philadelphia, William Spotswood, 1792.

Reference: Hornbeak List.  
Copies: AAS, JCB.

1793

THE AMERICAN letter-writer: containing, a variety of letters on the most common occasions in life, viz. friendship, duty, advice, business, amusement, love, marriage, courtship, &c. with forms of message cards. To which are prefixed, directions for writing letters, and the proper forms of address. Philadelphia: Printed and sold by John M'Culloch, 1793. 12mo. 54 l. Boards.

References: Hornbeak List, Evans 25097.  
Copies: AAS, listed in *Early American children's books*, by A. S. W. Rosenbach.

THE COMPLETE letter writer, containing familiar letters on the most common occasions in life. Also, a variety of elegant letters for the direction and embellishment of style on business, duty, amusement, love, courtship, marriage, friendship, and other subjects. To which is prefixed, a plain and compendious grammar of the English language, with directions for writing letters, and the proper forms of address. At the end are given forms of message cards, and a copious English spelling dictionary. New York: Printed and sold by William Durell, at his book-store and printing-office, No. 19 Queen-Street, M.DCC.XCIII. 16.5cm. 288 p.

Attributed to H. W. Dilworth.  
References: Hornbeak List, Evans 25403.  
Copies: WLC, NYHS, NYP, HC, AAS, YU.

THE COMPLETE letter writer, or Young secretary's instructor... By H. W. Dilworth, A.M. New York, Benjamin Gomez, 1793.

Reference: Hornbeak List.  
Copy: BM.

1794

THE COMPLETE letter-writer. Containing familiar letters on the most common occasions in life... 3rd ed. Boston, John W. Folsom. 1794.

References: Hornbeak List, Evans 26890.  
Copies: AAS, TC.

THE COMPLETE letter-writer: or Young secretary's instructor... By H. W. Dilworth, A.M. New York, T. Allen, 1794.

Reference: Hornbeak List.  
Copy: W.

THE INSTRUCTOR: or, American young man's best companion. Containing spelling, reading, writing, and arithmetick... and how to qualify any person for business... Instructions to write a variety of hands... Forms of deeds, bonds... etc. Also merchants accounts... with a description of the product, counties and market towns in England and Wales, &c. Together with the method of measuring carpenters, joiners... work. How to undertake such work. With the description of Gunter's line, and Coggeshal's sliding rule. Likewise the practical gauger... the art of dialling... with instructions for dying [sic]... and some general observations for gardening... To which is added, the Family's best companion: with instructions for marking on linen: how to pickle and preserve: to make... wine; and many excellent plasters, and medicines... And a compendium of the sciences of geography and astronomy; containing a brief description of different parts of the earth, and a survey of the celestial bodies. Also, several very useful tables. By George Fisher, Accountant. Printed in Walpole, New Hampshire, by Isaiah Thomas and David Carlisle, for said Thomas, in Worcester, Massachusetts; said Thomas, and Andrews, D. West and E. Larkin, jun. in Boston. MDCXCIV. 12mo. 385 p., 5 plates.

Reference: Evans 27706.  
Copies: AAS, NYP.

THE NEW complete letter writer: or, The art of correspondence, containing letters on the following subjects: business, friendship, love and marriage... Composed by writers eminent for perspicuity and elegance of expression... to which are added moral maxims and reflections, by the Duke de la Rochefoucault. Boston. I. Thomas and E. T. Andrews. 1794. 17cm. 252 p.

References: Hornbeak List, Evans 27365.  
Copies: DC, AAS, MHS.

1795

THE COMPLETE letter-writer: or, Young secretary's instructor. Containing a great variety of letters on friendship, duty, love, marriage, amusement, business, &c. To which are prefixed, plain instructions for writing letters on all occasions. By H. W. Dilworth, A.M. Printed for Evert Duyckinck, and Co. No. 110, Pearl-Street, New-York. 1795. 13.5cm. 126 p.

References: Hornbeak List, Evans 28569.  
Copies: NYS, AAS.

THE COMPLETE letter-writer. Containing familiar letters on the most common occasions in life... Philadelphia, Jacob Johnson & Co., 1795.

References: Hornbeak List, Evans 28570.  
Copy: AAS.

MODELS of letters, in French and English; containing 1st. A collection of familiar letters and notes, with their answers, on a variety of subjects. — 2dly, Several letters, both elegant and entertaining, extracted from the most celebrated epistolary writers. — 3dly. Introductory remarks on the commercial style with various specimens of letters, bills of exchange, promissory notes &c., relating to the mercantile business. The whole designed for the instruction and improvement of such young gentlemen and ladies as are particularly desirous of acquiring the true style and exact manner of French epistolary correspondence. By Mr. Porny [pseud. for Antoine du Maitre Pyron]. The first American edition. Philadelphia. Published by Thos. Bradford, printer, bookseller, and stationer. 1795. 17.5cm. xii, 216 p.

French and English on opposite pages.  
References: Hornbeak List, Evans 29377.  
Copies: NYP, HC, WLC.

A NEW academy of compliments: or, The lover's secretary: being wit and mirth improved by the most elegant expressions used in the art of courtship... Together with instructions for writing figure hand, bills of exchange, receipts, casting accompts, &c., the signification of moles, and the interpretation of dreams... To which is added a choice collection of above one hundred and twenty love songs, merry catches and jovial healths being the newest extant: with plain instructions for dancing. Printed at Worcester. 1795. 18mo. 144 p. incl. frontis.

Reference: Hornbeak List.  
Copies: NYP, AAS.

## 1796

THE AMERICAN academy of compliments; or, The complete American secretary; containing the true art of inditing letters suitable to the capacities of youth and age... Likewise, rules for directing, superscribing, and subscribing of letters... With dialogues very witty and pleasing... To which are added... the art of good breeding, and behavior... With a collection of the newest songs. Philadelphia, Printed by Godfrey Deshong & Richard Folwell. 1796. 14cm. 106 p.

Hornbeak states that this collection is closely related to *The Compleat English secretary, and newest academy of compliments*, London, 1714, and to *A New academy of compliments: or, The Compleat English secretary*, London, 1748; Glasgow, 1789.

Reference: Hornbeak List.  
Copies: NYP, YU.

THE COMPLETE letter-writer, containing familiar letters on the most common occasions, also a variety of elegant letters for the embellishment of style: On business, duty, amusement, love, courtship, marriage, friendship, and other subjects. Hartford — printed for, and sold by Oliver D. & I. Cooke, at their bookstore near the bridge. 1796. 14 x 8cm. [1-3], 4-180 p.

Cardboard binding.  
References: Hornbeak List, Evans 30256.  
Copies: RU, YU, AAS.

THE LOVER's instructor; or, The whole art of courtship rendered plain and easy. Containing, I. Ingenious letters, proper for both sexes on love and courtship. II. Elegant love letters in verse. III. The art of personal courtship in several dialogues. IV. Novels and dialogues relative to love. With several other curious particulars. To which is prefixed [sic] a preface, containing directions in the choice of a wife. [Four lines of verse.] Norwich: Printed by John Trumbull, and sold at his printing-office, a few rods west of the meeting-house. M,DCC,XCVI. 12mo. 72 p.

Pages 5-32 comprise a section headed "Letters of courtship."  
Copy: JCB.

## 1797

THE COMPLETE letter-writer. Containing familiar letters on the most common occasions in life... By W. H. Dilworth. 4th ed. Salem, Mass., Printed by Thomas C. Cushing, 1797.

Reference: Hornbeak List.  
Copies: AAS, YU.

THE INSTRUCTOR: or, Young man's best companion. Containing spelling, reading, writing and arithmetic... and how to qualify any person without the help of a master. Instructions to write a variety of hands... How to write letters on business and friendship, forms of indentures, bonds, bills...etc. Also merchants accompts... Together with the method of measuring carpenters' joiners', sawyers'... work. How to undertake each work and at what price; the rates of each commodity; and the common wages of journeymen: with the description of Gunter's line and Coggeshal's sliding rule. Likewise the practical gauger made easy: the art of dialling... with instructions for dying, colouring... and some general observations on gardening... To which are added, the family's best companion; and a compendium of geography and astronomy; also some useful interest tables. By George Fisher, Accomptant. Wilmington: Printed and sold by Peter Brynberg. M,DCC,XCVII. 12mo. iv, 360 p.

Reference: Evans 32840.  
Copies: AAS, DES, Wf.

THE SCRIVENER's guide... By Wm. Griffith. Newark, N. J. 1797. 12mo.

Preface is dated Burlington, May 20, 1797.  
Reference: Brinley Catalogue.



1798

THE COMPLETE letter-writer: or, Young secretary's instructor. Containing a great variety of letters on friendship, duty, love, marriage, amusement, business, &c. To which are prefixed, plain instructions for writing letters on all occasions. By H. W. Dilworth, A.M. New-laven: Printed by George Bunce. M.DCC.XCVIII. 4 x 8.5cm. 144 p.

Bound in wooden boards covered by decorative paper.

Copy: RU.

THE NEW complete letter writer; or, The art of correspondence... Composed by writers eminent for perspicuity and elegance of expression. To which are added, moral maxims and reflections by the late Duke de La Rochefoucault. Likewise forms of message cards, and instructions how to address persons of all ranks in the United States. Printed at Boston by Sam'l Etheridge, for Daniel Brewer, sold by him in Taunton, and by D. West, and Thomas Andrews in Boston, April, 1798. 17cm. viii, 11, 10-228 p.

References: Hornbeak List, Evans 34177.

Copies: JCB, FLP, AAS, MHS, W.

1800

AMERICAN academy of compliments. Hudson, 80[4]?

Copy: AAS.

THE LETTER writer. n. p. [1800?]

Copy: YU.

THE NEW universal letter-writer: or, Complete art of polite correspondence: containing a course of interesting original letters, on the most important, instructive, and entertaining subjects... and a set of complimentary cards... to which is prefixed a new, plain, and easy grammar of the English language. Philadelphia: D. Hogan, 1800. 16mo. viii, 14-254 p., frontis. new ed.

Reference: Hornbeak List.

Copies: NYP, UP, AAS.

1801

THE AMERICAN instructor... Philadelphia, Conrad & Co. 1801.

Copy: AAS.

1802

THE COMPLETE letter-writer. Containing familiar letters on the most common occasions in life on business, duty, amusement, love, courtship, marriage, friendship and other subjects. Printed at Salem, for William Hunt, of Easton. 1802. 16 x 11cm. 36 p.

Copy: Essex Institute.

THE NEW complete letter writer; or, The art of correspondence. Containing letters on the

following subjects: business, friendship, love and marriage... composed by writers eminent for perspicuity and elegance of expression. To which are added moral maxims and reflections, by the late Duke de la Rochefoucault... Albany, C. R. & G. Webster, 1802. 18cm. viii, [9]-240 p.

Copies: LC, AAS, G, HC, YU, HEH.

1803

JUVENILE letters; being a correspondence between children, from eight to fifteen years of age. By Caleb Bingham... 2d ed... Boston, Printed by David Carlisle for Caleb Bingham, 1803. 14½cm. 108 p.

Copies: LC, DC.

1804

NEW universal letter-writer. 2nd ed. Philadelphia, 1804.

Copy: AAS.

1805

JUVENILE letters: being a correspondence between children, from eight to fifteen years of age... 3d ed. Boston, Printed by David Carlisle for Caleb Bingham [1757-1817]. 1805.

Copies: YU, HC.

THE NEW universal letter writer. Containing letters on duty, amusement, love, courtship, marriage, friendship, trade, religion, and other useful subjects. By the Rev. Thomas Cook, A.B. And one of the authors of the New Royal and Universal Dictionary of Arts and Sciences in England. Also, moral maxims and reflections by the late Duke de la Rochefoucault. Likewise a copious English spelling dictionary. Charlestown: Printed by and for Samuel Etheridge, and for Thomas & Whipple, Newburyport: 1805. 17.5 x 11cm. viii, 9-285 p. + 2 p. advertising.

Copies: RU, AAS.

1806

THE NEW and complete letter-writer. Poughkeepsie, 1806.

Copy: AAS.

1807

COMPLETE American letter writer, & best companion for the young man of business. Containing letters on trade & merchandise... also, several forms of precedents used in the transaction of business... to which are added, familiar letters on interesting subjects. New York. R. Scott, 1807.

Copies: UP, YU, NYHS, AAS.

NEW classical selection of letters. Dunham's 2nd ed. Boston. 1807. 2 v.

Copy: AAS.



1808

THE COMPLETE American letter-writer: containing letters on trade and merchandize; also letters on familiar and interesting subjects. Otsego: Printed by H. & E. Phinney, jun., 1808. 12.5cm. 192 p.

Copies: YU, NYS.

THE UNIVERSAL letter-writer: or, Whole art of polite correspondence; containing a great variety of plain, easy, entertaining, and familiar original letters, adapted to every age and situation in life, but more particularly on business, education, and love. Together with various forms of petitions, suitable to the different wants and exigencies of life: proper methods of addressing superiors and persons in all ranks...to which is added, a model collection of genteel complimentary cards. Likewise, useful forms in law, such as wills, bonds, &c. To which is subjoined an index. New ed., cor. and enl. Philadelphia, M. Carey, 1808.

Copies: HC, BP, NYHS, CU, UP, YU.

1809

THE COMPLETE letter-writer: H. Dilworth. New Haven, 1809.

Copy: AAS.

THE NEW and complete universal letter-writer. Thomas Cook. New York. 1809.

Copy: AAS.

1810

THE AMERICAN instructor... Philadelphia. J. Bioren, 1810.

Copy: AAS.

THE UNIVERSAL letter-writer; or, Whole art of polite correspondence: containing a great variety of plain, easy, entertaining, and familiar original letters, adapted to every age and situation in life, but more particularly on business, education, and love. Together with various forms of petitions, suitable to the different wants and exigencies of life: proper methods of addressing superiors and persons of all ranks...to which is added, a modern collection of genteel complimentary cards. Likewise, useful forms in law, such as wills, bonds, &c. To which is subjoined an index... A new ed., cor. and enl. Philadelphia: Published by Mathew Carey. 1810. Dickinson printer - Whitehall. 18.5cm. viii, [9]-124 p., front.

Copies: LC, DC, AAS, NYP.

1811

THE COMPLETE letter writer or, The art of correspondence. Containing letters on the fol-

lowing subjects, viz. Business, friendship, politeness, affections, love, courtship, marriage, religion, &c. Adapted to the use of both sexes, and made familiar to every capacity. By writers eminent for perspicuity and elegance of expression. To which are prefixed, forms of message cards. Trenton: Printed and published by James Oram, 1811.

Copies: TFP, HC.

THE UNIVERSAL letter writer; or, Whole art of polite correspondence: containing a great variety of plain, easy, entertaining, and familiar original letters, adapted to every age and situation in life, but more particularly on business, education and love. Together with various forms of petitions, suitable to the different wants and exigencies of life: proper methods of addressing superiors and persons of all ranks...to which is added a modern collection of genteel, complimentary cards. Likewise, useful forms in law, such as wills, bonds, etc. To which is subjoined an index... A new ed., cor. and enl. Hudson, Printed by William E. Norman, 1811.

Copies: G, YU, AAS.

1812

THE AMERICAN instructor... Philadelphia. J. Bioren, 1812.

Copy: AAS.

THE NATURAL letter-writer. Sylvanus Shepard. n. p.: Printed for the author. 1812.

Copy: AAS.

THE NEW and complete letter-writer. Thomas Cook. New Haven, 1812.

Copy: AAS.

THE NEW universal letter-writer. Thomas Cook. Hallowell, 1812. 2 v. in 1.

Copy: AAS.

THE NEW universal letter writer. 4th ed. Philadelphia, 1812.

Copy: AAS.

1813

THE NATURAL letter-writer. Sylvanus Shepard. n. p.: Printed for the public. 1813.

Copy: AAS.

1814

THE NEW and complete letter writer. Thomas Cook. Brattleborough, Vt. 1814.

Copy: AAS.

1815

COMPLETE letter writer. New York, 1815.

Copy: AAS.

1816

CLASSICAL English letter-writer; or Epistolary selections; designed to improve young persons in the art of letter-writing, and in the principles of virtue and piety. With introductory rules and observations on epistolary composition; and biographical notices of the writers from whom the letters are selected. . . . By the author of "Lessons for young persons in humble life." Philadelphia: C. Richardson, 1816. 12mo. xxiv, 321 p.

Hornbeak states that this appears to be an English work reprinted in America.  
Copies: NYP, AAS.

LETTERS to a young lady, on a variety of useful and interesting subjects: calculated to improve the heart, to form the manners, and enlighten the understanding "That our daughters may be as polished corners of the temple." By the Rev. John Bennett. New York: Printed by John Buel, for E. Duyckinck, and Co. Pearl-Street. M,DCC,XVI [probably meant to be 1816]. 17.5 x 10cm. In 2 volumes. v. I, 115 p.; v. II, 119 p.

Copy: Rupert W. Jaques.

THE NEW universal letter-writer; or, Complete art of polite correspondence: containing a course of interesting original letters on the most important, instructive, and entertaining subjects. . . . Philadelphia, 1816.

Copies: YU, AAS.

THE NEW universal letter-writer. Thomas Cook. Montpelier, Vt. 1816.

Copy: AAS.

1817

THE EPISTOLARY guide, containing models of juvenile letters, on familiar subjects, with topics for the exercise of youth. Also, forms of orders, agreements. . . . To which is added, A dissertation on epistolary correspondence, with some easy and practical rules. . . . For the use of schools. By James Hardie. . . . New-York, Printed by S. Marks, 1817. 18.5cm. xii, 287 p.

Copies: LC, NYP, NYHS, NYS, AAS.

THE NEW and complete letter writer, or New art of polite correspondence containing a course of interesting original letters on the most important, instructive and entertaining subjects. . . . by the Rev. Thos. Cook. . . . To which are added, forms of mortgages, deeds, bonds, powers of attorney, indentures, &c. New York, E. Duyckinck, 1817. 14.5cm. 107 p.

Copies: NYP, AAS.

1818

THE FASHIONABLE letter writer, or Art of polite correspondence. Containing a variety of plain and elegant letters on business, love, courtship. . . . adapted to general use. With forms of

complimentary cards and a new and easy English grammar peculiarly applicable to writing letters with accuracy. New-York, G. Long, 1818.

Copies: HC, AAS.

THE NEW and complete letter writer. Thomas Cook. Philadelphia, 1818.

Copy: AAS.

THE NEW universal letter writer. 6th ed. Philadelphia, 1818.

Copy: AAS.

1819

THE COMPLETE letter-writer: or Young secretary's instructor. Containing a great variety of letters. . . . By H. W. Dilworth. Baltimore, Printed by Wm. Warner. 1819. 14cm. 108 p.

Copy: MdHS.

THE FASHIONABLE letter writer. New York, 1819.

Copy: AAS.

1822

THE FASHIONABLE letter writer; or, Art of polite correspondence: containing a variety of plain and elegant letters on business, love, courtship, marriage, relationship, friendship, &c. adapted to general use, with forms of complimentary cards, and a new and easy English grammar, peculiarly applicable to writing letters with accuracy. Rochester: Printed and published by E. Peck & Co. 1822. 14cm. xxi, 157 p.

Running head: The New-York letter writer.

Copies: BHS, NYS.

JUVENILE correspondence, or Letters, designed as examples of the epistolary style, for children of both sexes. By Lucy Aikin. From the 2d London ed. Boston. Cummings and Hilliard, 1822.

Copy: HC.

1823

THE FASHIONABLE American letter writer; or, The art of polite correspondence. Containing a variety of plain and elegant letters on business, love, courtship, marriage, relationship, friendship, &c. With forms of complimentary cards. To the whole is prefixed directions for letter writing, and rules for composition. Boston, James Loring, 1823.

Also published at Hartford in 1836 and 1839, according to copies in the Essex Institute.

Copies: BP, AAS.

1824

THE FASHIONABLE letter writer: or Art of polite correspondence; containing a variety of plain & elegant letters. . . . and a new easy English grammar. . . . Rochester. E. Peck, 1824. 15cm. xxi, 23-179 p.

Copies: DC, YU, AAS.

THE NEW universal letter writer. Brattleboro, 1824.

Copy: AAS.

1826

THE ART of epistolary composition, or Models of letters, billets, bills of exchange... to which are added, a collection of fables... for pupils learning the French language; a series of letters between a cadet and his father, describing the system pursued at the American, literary, scientific and military academy at Middletown, Conn... and a discourse on education, by Capt. Alden Partridge... By François Pyre-Ferry... Middletown, Conn., E. & H. Clark, 1826. 18cm. [iii]-xii, [13]-288 p., front. (port.), plate.

Copies: LC, YU, BP, NYP, NYHS, AAS.

EXPERT letter-writer; or, Whole art of polite correspondence... Philadelphia, 1826.

Reference: Brinley Catalogue.

THE FASHIONABLE American letter-writer, or The art of polite correspondence. Boston, J. Loring, 1826.

Copy: HC.

1827

THE LETTER writer: containing a great variety of letters on the following subjects: relationship - business - love - courtship and marriage - friendship and miscellaneous letters: selected from judicious and eminent writers... Charlestown [Mass.]: G. Davidson, 1827. 12mo. xii, 14-276 p.

Copy: NYP.

THE NEW universal letter writer, containing letters on different subjects. Bellows Falls, (Vt.) J. I. Cutler, & Co., 1827.

Copy: YU.

THE UNIVERSAL letter writer. Auburn, 1827.

Copy: AAS.

1828

THE FASHIONABLE American letter writer; or, The art of polite correspondence. Containing a variety of plain and elegant letters on business, love, courtship, marriage, relationship, friendship, etc. With forms of complimentary cards. To the whole is prefixed directions for letter writing and rules for composition. Newark, N. J., B. Olds. New-York, Printed by J. C. Totten, 1828. 15cm. xxxvi, [37]-179, [1] p. incl. frontis.

Copy: NYP.

FASHIONABLE AMERICAN letter writer: or, The art of polite correspondence: containing a variety of plain and elegant letters on business, love, courtship, etc... New York, Printed for the booksellers, 1828.

Copy: UP.

THE FASHIONABLE letter writer; or, Art of polite correspondence: containing a variety of plain and elegant letters on business, love, courtship, marriage, relationship, friendship, etc. adapted to general use; with forms of complimentary cards, and a new and easy English grammar peculiarly applicable to writing letters with accuracy. Rochester: E. Peck & Co. 1828. 14cm. xxi, 24-179 p.

Copies: NYP, NYS.

1829

THE AMERICAN polite letter writer. John Kennedy. New York. Nafei & Cornish [1829].

Copy: AAS.

1830

THE COMPLETE letter writer: containing rich and rare collection... New York, 1830.

Copy: YU.

NEW UNIVERSAL letter-writer. 8th ed. Philadelphia, 1830.

Copy: AAS.

1831

THE LETTER writer: containing a great variety of letters on the following subjects: relationship, business, love, courtship and marriage, friendship and miscellaneous letters: selected from judicious and eminent writers. [2 lines quoted.] Boston: Published by Charles Gaylord. 1831. 15.5cm. 144 p.

Copies: NYS, NYP.

THE LETTER writer. Boston, 1831.

Copy: AAS.

1832

THE AMERICAN letter-writer; containing select models of letters... Charles Bell & Sons, Lewiston, Pa., 1832.

Copy: HEH.

THE FASHIONABLE American letter writer: or, The art of polite correspondence. Containing a variety of plain and elegant letters on business, love, courtship, marriage, relationship, friendship, &c. With forms of complimentary cards. To the whole is prefixed directions for better writing, and rules for composition. Newark, N. J. Printed and published by Benjamin Olds. 1832. 15 x 9.5cm. xxxii, [33]-176 p., frontis.

Cardboard binding with printed cover-title. According to back cover page, Benjamin Olds was a book-seller, stationer, printer and bookbinder at 278 Broad Street, Newark, N. J. Cover-title dated 1836.

Copies: RU, HC, AAS.

THE LETTER writer. Boston, 1832. 24mo. 144 p.

Copy: Essex Institute.

THE New and complete letter writer, or New art of polite correspondence containing a course of interesting original letters on the most important, instructive and entertaining

1832, continued

THE NEW and complete letter writer... *c'td* subjects... by the Rev. Thos. Cook... To which are added, forms of mortgages, deeds, bonds, powers of attorney, indentures, &c. New York, E. Duyckinck, 1832. 14.5cm. 107 p.  
Copy: NYP.

1833

THE CLASSICAL letter-writer: consisting of epistolary selections; designed to improve young ladies and gentlemen in the art of letter writing... By the author of the Young man's own book. Philadelphia, Key & Biddle, 1833. 13cm. vii (i.e. viii), 312 p.  
Copy: LC.

1834

THE NEW universal letter writer. Philadelphia, 1834.  
Copy: AAS.

THE PARLOUR letter-writer, and secretary's assistant: consisting of original letters on every occurrence in life, written in a concise and familiar style, and adapted to both sexes. To which are added, complimentary cards, wills, bonds, &c. By R. Turner. Philadelphia: Desilver, Jr. & Thomas, 247 Market Street. John C. Clark, Printer. 1834. [14]cm. xii, 18-283, [1] p.  
Copy: NYS.

THE YOUTH's letter-writer; or, The epistolary art made plain and easy to beginners, through the example of Henry Moreton. By Mrs. John Farrar... New York, R. Bartlett and S. Raynor, 1834. 14.5cm. xii, 155, [1] p., front.  
Copy: LC.

1835

THE FASHIONABLE letter writer. By R. Turner. Baltimore, W. R. Lucas, 1835.  
Copy: S.

THE LETTER writer, containing a great variety of letters on the following subjects: relationship, business, love... and miscellaneous letters... selected from judicious & eminent writers... Boston. Charles Gaylord, 1835. 16cm. iv, 6-144 p.  
Copies: DC, NYP.

THE YOUNG man's book of classical letters. Philadelphia: Key & Biddle, 1835. 24mo. 320 p.  
Copy: Essex Institute. Also published in New York in 1835 by Leavitt & Allen, copy in Essex Institute.

THE YOUTH's letter-writer, or The epistolary art made plain and easy to beginners, through the example of Henry Moreton. [By Mrs. Eliza Ware (Rotch) Farrar.] 2nd ed. New York, R. Bartlett and S. Raynor... 1835.  
Copy: HC.

1836

THE LITTLE writer: designed as an aid to children in acquiring an easy and familiar epistolary style... Boston, J. Dowe, 1836. 15cm. 108 p.  
Copy: LC.

THE NEW and complete letter writer... Thomas Cook. New York, 1836.  
Copies: AAS, R.

THE YOUNG lady's book of classical letters consisting of epistolary selections: designed to improve young ladies and gentlemen in the art of letter writing... By the author of "The young man's own book." Philadelphia: DeSilver, Thomas & Co. Market St., 1836. <Young Lady's Library, vol. 5.>  
Copy: FLP.

1837

THE CLERK's guide, or commercial correspondence; and an appendix, containing advice to young tradesmen, &c. By Benjamin Franklin Foster. Boston: Perkins & Marvin. 1837.  
Copy: BP.

FASHIONABLE American letter writer. Brookfield, 1837.  
Copy: AAS.

THE UNIVERSAL letter writer, or, The complete epistolary guide in courtship, matrimony, business, friendship. By Hannah Scribblehand [pseud.]. New York, Elton and Harrison, 1837.  
Copy: HTM.

THE YOUNG man's book of classical letters; consisting of epistolary selections: designed to improve young ladies and gentlemen in the art of letter-writing and in those principles which are necessary for respectability and success in life. With introductory rules and observations on epistolary compositions. By the author of "The young man's own book." [Second edition.] Philadelphia, Edward C. Biddle, 1837.  
Copy: G.

1838

THE PARLOUR letter-writer. R. Turner. Philadelphia, 1838.  
Copy: AAS.

1839

THE AMERICAN polite letter writer. Containing upwards of seventy letters, on various subjects, written in a concise and familiar style. Philadelphia, M. Kelly, 1839.  
Copy: YU.

THE FASHIONABLE American letter writer: or, The art of polite correspondence. Containing a variety of plain and elegant letters on busi-

ness, love, courtship, marriage, relationship, friendship, &c. With forms of complimentary cards. To the whole is prefixed, directions for letter writing, and rules for composition. Newark, N. J., B. Olds, 1839. 15cm. xxxii, [33]-175 p. incl. front.

Copies: LC, AAS, R.

THE FASHIONABLE American letter writer: or, The art of polite correspondence. Containing a variety of plain and elegant letters... Hartford [1839?].

Copy: YU.

THE NEW universal letter-writer; or, Complete art of polite correspondence... Philadelphia, 1839.

Copy: YU.

POCKET letter writer. 3rd ed. Providence, 1839.

Copy: AAS.

#### 1840

THE LETTER writer. Boston, 1840.

Copy: AAS.

THE YOUTH's letter-writer; or, The epistolary art made plain and easy to beginners, through examples of Henry Moreton. By Eliza Ware Farrar (Rotch) [Mrs. John Farrar, 1791-1870]. 1840.

Copy: YU.

#### 1841

THE PARLOR letter-writer. Philadelphia, Thomas Cowperthwait & Co. 1841. 288 p.

Copy: Essex Institute.

THE YOUNG man's book of classical letters, consisting of epistolary selections; designed to improve young ladies and gentlemen in the art of letter-writing... with introductory rules and observations on epistolary composition. By the author of The young man's own book. Philadelphia, Grigg & Elliot, 1841. 14cm. 2 p.l., [iii]-x, [11]-320 p., front. (Parlour library. v. 5.)

Added t.p., engraved, with vignette: The classical letter writer. Philadelphia: Desilver, Thomas & Co. Published also under title: The classical letter-writer.

Copies: LC, UP.

#### 1843

THE LETTER-WRITER's own book. [New ed.] Philadelphia, J. B. Perry, 1843. 13.5cm. xxx, [15]-224 p., 7 l.

Caption-title: The American letter writer.

Imperfect: title page and second leaf wanting.

Forms in law: 6 l. at end.

Copy: LC.

LETTER writing. By Charlotte Elizabeth [Mrs. C. E. Tonna (B. P.)]. 1st Amer., from London ed. New York, 1843.

Copy: HC.

#### 1844

FASHIONABLE American letter writer: containing a variety of plain and elegant letters, on business, love, courtship... and rules for composition. Troy, N. Y., W. and H. Merriam, 1844.

Copy: UP.

USEFUL letter writer. New York [c. 1844]. <Appleton's complete letter writer>.

Copy: AAS.

#### 1845

AMERICAN fashionable letter writer, original and selected, containing a variety of letters on business, love, courtship, marriage, relationship, friendship, etc. with forms of complimentary cards. To the whole are prefixed directions for letter writing, and rules for composition. Troy, N. Y. Published by W. & H. Merriam. 1845. [Vincent L. Dill, Stereotyper. F. D. Allen, Jr., Printer, 243½ Center Street.] 11cm. 224 p., front.

Also printed at Boston, n. d., and at Philadelphia, 1856, according to copies in the Essex Institute.

Copy: NYS.

THE FASHIONABLE American letter writer. American fashionable letter writer, original and selected... Troy, N. Y., W. & H. Merriam, 1845.

Copies: YU, AAS.

THE PARLOUR letter-writer and secretary's assistant: consisting of original letters on every occurrence in life... To which are added complimentary cards, wills, bonds &c. By R. Turner. Philadelphia, Thomas, Cowperthwait & Co., 1845. 14cm. xv, [17]-288 p.

Copy: NYP.

#### 1846

AMERICAN text book for letters. By Nathaniel Dearborn. Boston, 1846. 12mo.

Copy: NYHS.

#### 1847

THE AMERICAN parlor letter writer: or, The art of polite correspondence containing a variety of plain and elegant letters... and rules for composition. Springfield. J. M. Wood, 1847 [i.e. 1848].

Copy: YU.

THE COMPLETE letter writer: containing a great variety of letters on the following subjects: relationship, business, love, courtship and marriage, friendship, and miscellaneous letters, law forms, &c., &c. Selected from judicious and eminent writers. [4 lines verse.] New-York: Leavitt, Trow & Co., 191 Broadway, 1847. 15.8 x 10cm. 144 p.

Copy: Rupert W. Jaques.

1847, continued

THE MODERN letter-writer; on love, courtship, marriage, and business: being a complete guide...with hints on courtship, maxims on making love, poetical quotations, and remarks on popping the question...with forms and rules of etiquette for every condition in life. Boston: Printed and for sale by A. J. Wright, no. 3 Water street [1847]. 15 x 9cm. 54 p.  
Reprinted in 1925 by Wright & Potter Printing Co., Boston, Mass.

Copy: Rupert W. Jaques.

THE POCKET letter writer, embracing practical illustrations of epistolary correspondence suited to the various situations in life, on business, love, courtship, marriage, relationship, friendship, etc., with forms of complimentary cards. Worcester: Published by S. A. Howland, 1847. 12 x 7.5cm. 160 p., front.

Copies: AAS, Rupert W. Jaques.

1848

THE ART of good behaviour, and letter writer on love, courtship, and marriage: a complete guide for ladies and gentlemen, particularly those who have not enjoyed the advantages of a fashionable life...including the necessary preparations and arrangements for the marriage ceremony. New York, C. P. Huestis, 1848.

Copy: YU.

THE LETTER writer's own book. Philadelphia and New York, 1848.

Copy: AAS.

1850

AMERICAN fashionable letter writer, original and selected, containing a variety of letters on business, love, courtship, marriage, relationship, friendship, etc., with forms of complimentary cards. To the whole are prefixed directions for letter writing, and rules for composition. Troy, N. Y., Merriam, More & Co., 1840.

Copy: HC.

BOOK of politeness. Philadelphia. Fisher & Brother. n. d. [1850?]

Copy: AAS.

EVERYBODY'S letter-writer [illus.] Fisher & Brother, No. 8 South Sixth Street, Philadelphia; 74 Chatham Street, New York; 71 Court St., Boston; 64 Baltimore St., Baltimore. n. d. [circa 1850.] 11 x 7cm. 32 l., frontis.

Pink, illus. paper covers. Cover-title like title page. Fisher & Brother published song books, comic, house-keeper's, farmer's and German almanacs, plays, operas, farces, according to back cover-page advertisement.

Copy: H. B. Weiss.

THE NEW parlor letter writer. Auburn. 1850.

Copy: AAS.

THE NEW universal letter-writer: or, Complete art of polite correspondence, containing

a course of interesting letters on the most important, instructive and entertaining subjects ... And a set of complimentary cards... Philadelphia. Hogan & Thompson, 1850. 19cm. vii, [9]-216 p.

Copy: DC.

THE NEW universal letter-writer...to which are prefixed...a set of complimentary cards... Philadelphia, Hogan & Thompson, 1850. 12mo. vii, 9-216 p. Philadelphia. J. B. Lippincott & Co., 1867.

Copy: NYP.

1851

THE AMERICAN letter-writer, and mirror of polite behaviour: a useful guide in the art of letter-writing, with rules of conduct for both sexes. [Woodcut of writing materials.] Published by Fisher & Brother, No. 15 North Sixth Street, Philadelphia; 74 Chatham Street, New York; 71 Court Street, Boston; 62 Baltimore Street, Baltimore. [cop. by Fisher & Brother and preface dated at Philadelphia, 1851.] 11cm. 256 p.

Copies: NYS, HEH.

THE AMERICAN letter-writer, and mirror of polite behaviour; a useful guide in the art of letter-writing, with rules of conduct for both sexes. New York, P. J. Cozans [cop. 1851].

Copy: HC.

COMPLETE letter writer, containing a great variety of letters...selected from judicious and eminent writers. New York, Leavitt & Co. 1851. 15cm. 179 p.

Copy: DC.

PRACTICAL mercantile correspondence. A collection of modern letters of business with notes critical and explanatory, an analytical index, and an appendix... By William Anderson, Merchant. New York. Appleton & Co. 1851.

Copy: BP.

1853

THE BELLE-LETTRES letter writer: containing a great variety of letters, original and selected, on the subjects of friendship, love, courtship, marriage, business, relationship, cards of invitation, etc... For the use of ladies and gentlemen. Cincinnati, J. A. & U. P. James, 1853. 12.5cm. v, 7-128 p.

Copy: LC.

1854

AMERICAN lady's and gentleman's modern letter writer, relative to business, duty, love, and marriage. Philadelphia, H. F. Anners, n. d. [1854?]

Copies: UP, HC, AAS.

THE NEW universal letter-writer; or, Complete art of polite correspondence... Philadelphia, 1854.

Copy: YU.

1855

THE NEW letter writer, containing a great variety of letters on the following subjects: relationship, business, love, courtship and marriage, friendship, and miscellaneous letters, law forms, &c., &c. Selected from judicious and eminent writers... New-York, R. Marsh [1855?].

Copy: LC.

THE PARLOR letter-writer. New York, R. Turner, 1855.

Copy: Essex Institute.

THE UNITED STATES letter writer: or, Directions to compose correctly letters, documents, deeds, &c., which occur in the social relations and business life of the United States, with an introduction on orthography and punctuation: and an appendix of poems for particular occasions. Philadelphia, J. Weik, 1855. 18.5cm. 1 p.l., [1], iii-vi, iii-vi, 264, 264 p.

Added t. p. in German; German and English on opposite pages, paged in duplicate. Publisher's lettering: Englisch-deutscher Ver. St. Briefsteller.

Copy: LC.

1856

THE NEW parlor letter writer. Containing a variety of letters. Selected from judicious and eminent writers. Auburn. 1856.

Copy: HC.

1857

How to write: a pocket manual of composition and letter writing; embracing hints on penmanship and the choice of writing materials and directions for writing letters of business, relationship, friendship and love, illustrated by numerous examples of genuine epistles, from the pens of the best writers. To which are added forms of letters of introduction, notes, cards, etc., and a collection of poetical quotations. New York: Fowler & Wells. 1857. 18cm. vi, 8-156 p. (Handbook for home improvement. no. 1.)

Copies: NYP, HC, BP.

1859

THE FASHIONABLE American letter writer. American fashionable letter writer, original and selected, containing a variety of letters on business, love, courtship, marriage, relationship, friendship, &c... Boston [1859?].

Copy: YU.

THE LADIES' and gentlemen's letter writer, and guide to polite behavior, containing also, moral

and instructive aphorisms, for daily use... Boston [1859?].

Copy: YU.

LETTER-WRITING made easy. Showing plainly how to write letters upon almost every imaginable subject. Giving numerous examples of model letters... New York, F. A. Brady [1859]. 18cm. 72 p.

Copy: LC.

OUTLINES of letter writing; illustrated by rules, examples and illustrations... by D. Zeublin. Cincinnati, The author, 1859. 22cm. iv, [5]-28 p.

Copy: LC.

1860

BEADLE'S dime letter-writer and practical guide to composition... and also a complete dictionary of mottoes, phrases, idioms, etc. By Louis Legrand, M.D. New York, I. P. Beadle & Co. [cop. 1860.] 15cm. 72, [8] p.

Copy: LC.

CHESTERFIELD'S art of letter-writing simplified. Being a guide to friendly, affectionate, polite and business correspondence, containing a large collection of the most valuable information relative to the art of letter writing... New York, Dick & Fitzgerald [1860?].

Only one letter from Chesterfield.

Copy: YU.

NEW standard letter-writer for the people: containing copious and accurate directions for conducting epistolary correspondence; with numerous specimens of letters, adapted to every age and situation... and to numerous business pursuits... and an appendix, containing forms for wills, petitions, bills, receipts, bills of exchange, drafts, promissory notes, etc., etc. By J. W. O'Neill. Philadelphia, C. Desilver, 1860. 17.5cm. xvi, 17-216 p.

Copy: LC.

1861

NEW standard letter-writer for the people: containing copious and accurate directions for conducting epistolary correspondence... By J. W. O'Neill. San Francisco, 1861.

Copy: YU.

1862

A TEXT-BOOK on penmanship; containing all the established rules and principles of the art, with rules for punctuation, directions and forms for letter writing: to which are added a brief history of writing and hints on writing materials... By H. W. Ellsworth... New York, D. Appleton & Company, 1862. 20cm. xviii, 232 p. illus., diags.

Copies: LC, NYP.

1863

BEADLE's dime letter-writer, a perfect guide to all kinds of correspondence, with a dictionary of phrases, quotations, etc., etc. Rev. and enl. ed. New York, Beadle and Company, cop. 1863. 14cm. 2 p.l., [ix]-xi, [13]-100 p.

Copy: LC.

CHESTERFIELD's letter-writer and complete book of etiquette. Dick & Fitzgerald, 18 Ann Street, New York.

Advertised for 40 cents, in 1863, in *Le Marchand's Fortune-teller and dreamer's dictionary*, published by same firm.

DICK's commercial letter-writer, and book of business forms. Dick & Fitzgerald, Publishers, 18 Ann Street, New York.

Advertised for 50 cents in 1863 in *Le Marchand's Fortune-teller and dreamer's dictionary*, published by same firm.

DICK's common sense letter-writer. Dick & Fitzgerald, Publisher, 18 Ann Street, New York.

Advertised for 50 cents in 1863 in *Le Marchand's Fortune-teller and dreamer's dictionary*, published by same firm.

DICK's letter writer for ladies. Dick & Fitzgerald, Publishers, 18 Ann Street, New York.

Advertised for 50 cents in 1863 in *Le Marchand's Fortune-teller and dreamer's dictionary*, published by same firm.

FROST's original letter-writer. Dick & Fitzgerald, Publishers, 18 Ann Street, New York.

Advertised for 50 cents in 1863 in *Le Marchand's Fortune-teller and dreamer's dictionary*, published by same firm.

FROST's twenty-five cent letter-writer. Dick & Fitzgerald, Publishers, 18 Ann Street, New York.

Advertised for 25 cents in 1863 in *Le Marchand's Fortune-teller and dreamer's dictionary*, published by same firm.

MARTINE's sensible letter-writer. Dick & Fitzgerald, Publishers, 18 Ann Street, New York.

Advertised for 50 cents in 1863 in *Le Marchand's Fortune-teller and dreamer's dictionary*, published by same firm.

NORTH's book of love-letters. Dick & Fitzgerald, Publishers, 18 Ann Street, New York.

Advertised for 50 cents in 1863 in *Le Marchand's Fortune-teller and dreamer's dictionary*, published by same firm.

WORCESTER's letter-writer and book of business forms for ladies and gentlemen. Dick & Fitzgerald, Publishers, 18 Ann Street, New York.

Advertised for 50 cents in 1863 in *Le Marchand's Fortune-teller and dreamer's dictionary*, published by same firm.

1866

THE IMPROVED letter writer; or, The art of polite correspondence, containing a variety of plain and elegant letters... with forms of com-

plimentary cards and directions for letter writing. To which are added forms of mortgages, deeds, bonds, powers of attorney, &c. Baltimore, Fisher & Denison [cop. 1866]. 15.5cm. 1 p.l., [v]-xiv, [15]-180, [12] p.

Cover-title: The bon-ton letter writer.

Copy: LC.

MARTINE's sensible letter-writer, being a comprehensive and complete guide and assistant for those who desire to carry on an epistolary correspondence, containing a large collection of model letters, on the simplest matters of life, adapted to all ages and conditions, embracing business letters, applications for employment, with letters of recommendation, and answers to advertisements, letters between parents and children, etc... By Arthur Martine. New York, Dick [1866]. 206 p.

Copies: CU, BP.

1867

FROST's original letter-writer. A complete collection of original letters and notes upon every imaginable subject of everyday life... By Mrs. Sarah Annie (Frost) Shields. New York, Dick & Fitzgerald [1867]. 202 p.

Copy: CU.

THE NEW universal letter-writer... to which are prefixed... a set of complimentary cards... Philadelphia, J. B. Lippincott & Co. 1867.

Copy: NYP.

1868

BEADLE's dime ladies' letter-writer; or, How to write; when to write; what to write! A complete manual of correspondence! Together with dictionary of poetic quotations; proverbs from Shakspeare; dictionary of French, Spanish and Italian phrases, etc., etc., etc. New York, Beadle and Company, cop. [1868]. 16cm. 2 p.l., [9]-100 p.

Copies: LC, NYP.

CARRIE CARLTON's popular letter-writer: a valuable assistant to those engaged in epistolary correspondence, and peculiarly adapted to the requirements of California... San Francisco, A. Roman and Co., 1868.

Copy: YU.

A NEW letter-writer, for the use of gentlemen; embodying letters on the simplest matters of life, and on various subjects, with applications for situations, etc., and a copious appendix of forms of address, bills, receipts... compiled from the best previous works of the subject, with considerable new additions, hints on style, etc., etc. Philadelphia, Porter and Coates [1868?]. 17cm. vi, 8-139 p.

Another copy, [18- ] xvi, [11, 18-139 p. 16mo., NYP.

Copies: NYP, LC.



A New letter-writer for the use of ladies; embodying letters on the simplest matters of life, and on various subjects, with applications for situations, etc., and a copious appendix of forms of address, bills, receipts... compiled from the best previous works of the subject, with considerable new additions, hints on style, etc., etc. Philadelphia: Porter & Coates [1868?]. 17cm. xvi, [17]-139 p.

Copy: NYP (bound with: A new letter-writer for the use of gentlemen).

1870

THE FASHIONABLE letter writer, original and selected, containing a variety of letters on love... New York [187-?].

Copy: YU.

1871

THE PARLOR letter-writer and secretary's assistant: consisting of original letters on every occurrence in life... To which are added complimentary cards, wills, bonds, &c. By R. Turner. New York, Clark & Maynard, 1871. 13½cm. xv, [17]-288 p.

Preface dated 1835.

Copy: LC.

1872

ANALYSIS of letter writing... By Calvin Townsend. New York, Ivison, Blakeman... [cop. 1872.] 8vo. viii, 181 p.

Copy: NYP.

1873

FROST'S original letter writer and laws and by-laws of American society combined. By S. A. Frost [Mrs. Sarah Annie (Frost) Shields]. New York, Dick & Fitzgerald [1873]. 18cm. 2 v. in 1.

Each volume has special t. p.: Frost's original letter-writer... New York [1867]; Frost's laws and by-laws of American society... New York [1869].

"Dictionary of synonyms": [v. 1], p. 167-202.

Copy: LC.

THE NEW universal letter-writer; or, Complete art of polite correspondence. Containing a course of interesting letters on the most important, instructive and entertaining subjects... And a set of complimentary cards... Philadelphia, Claxton, Remsen & Haffelfinger, 1873. 19cm. vii, [9]-216 p.

Cover-title: "Polite correspondence."

Copy: LC.

1875

HANDBOOK for home improvement, comprising how to write, how to talk, how to behave, how to do business. Complete in one volume. New York: S. R. Wells, 1875. 1 p.l., vi, 7-156, vi, 7-156, xiv, 15-149, viii, 9-156 p.

Copy: NYP.

THE NEW universal letter-writer; or, Complete art of polite correspondence; to which are prefixed an essay on letter writing and a set of complimentary cards... Philadelphia, Claxton, Remsen & Haffelfinger, 1875.

Copy: G.

1876

THE PARLOR letter writer, original and selected, containing a variety of letters on love, courtship, marriage, relationship, business, friendship, etc., with forms of complimentary cards. To which is added a dictionary of English synonyms, also, a copious appendix of forms, bills, receipts, and other useful matter, from the best authorities. New York: J. Miller [1876?]. 366 p.

Copy: NYP.

1877

DEWITT'S handy letter-writer. Containing in the most plain and simple language, full directions and explanations for writing every kind of letter... With a large number of ready prepared letters on all subjects. And an extensive compendium of elegant poetical quotations. Also a list of abbreviations, useful law forms, etc. New York, C. T. De Witt [cop. 1877]. 17cm. 90 p.

Copy: LC.

THE ESSENTIALS of letter-writing. By Wm. McClain... Des Moines, The author, 1877. 23cm. 12 p., cover-title.

Copy: LC.

THE GENTLEMEN'S perfect letter writer; or, Hints and helps to letter writing. A complete and instructive guide for the correspondent... New York, A. Cogswell [Albert Cogswell 1877]. 19cm. 132 p.

Copies: LC, NYP.

THE SCHOOL-ROOM guide, embodying the instruction given by the author at teachers' institutes, in New York and other states... By E. V. DeGraff, A.M. [Esmond Vedder DeGraff.] Part I. Language and letter writing... Syracuse, N. Y., Davis, Bardeen & Co., 1877. 14cm. 80 p.

p. [76]-80, advertising matter.

Copy: LC.

1878

HAND-BOOK of punctuation, with instructions for capitalization, letter-writing, and proof-reading, by W. J. Cocker, A.M. [William Johnson Cocker.] New York, Chicago [etc.]: A. S. Barnes & Co., 1878. 16cm. v, 127 p.

Copy: LC.

How to write letters. Everybody's friend. Samples of every conceivable kind of letters. New York, Tousey & Small [cop. 1878]. 17cm. 61 p.

Copy: LC.

1879

GUIDE to accomplishments in conversation, letter-writing, and oratory. The arts of self education in three of the most brilliant and desirable accomplishments that adorn ladies and gentlemen in the best society... Ed. by Mrs. Jane Aster [pseud.]. New York, G. W. Carleton & Co. [etc., etc.], 1879 18.5cm. 2 v. in 1.

At head of title: For ladies and gentlemen.

Vol. 1, "The arts of writing, reading and speaking," by Edward W. Cox.

Vol. 2 has special t. p.: The art of conversation. With directions for self education.

Copy: LC.

THE WORCESTER letter writer and book of business forms for ladies and gentlemen. Containing accurate directions for conducting epistolary correspondence, with 270 specimen letters adapted to every age and situation in life and to business pursuits... with an appendix comprising forms for wills, petitions, bills, receipts... New York, Dick & Fitzgerald; Philadelphia, J. B. Lippincott & Co. [1879.] 17.5cm. xii, [13]-216 p.

Copies: LC, CU.

1880

THE ART of correspondence and usages of polite society. By George D. Carroll. [New York:] Dempsey & Carroll [cop. 1880]. 18cm. xii, 13-117 p., front.

With this is bound his *Art stationery and usages of polite society*, New York, 1880.

Copies: LC, YU, NYP.

THE COMPLETE letter writer: a comprehensive and practical guide and assistant to letter writing. Containing a large collection of model letters adapted to all occasions... Chicago, Donohue Brothers [188-?].

Copy: YU.

How to write letters; a manual of correspondence, showing the correct structure, composition, punctuation, formalities, and uses of the various kinds of letters, notes, and cards. By James Willis Westlake [1830-1912]. Philadelphia, Sower, Potts & Co. 1880. 17.5cm. 264 p.

Copy: NYP.

1881

THE YOUNG American's letter-writer; or, The new art of polite correspondence. Consisting in part of original letters of business, love, friendship, etc., with instructions how to write on any topic with elegance and ease. Adapted for both sexes. To which is added a new English grammar. Comp. by M. Young [Martin Young]. New York, M. Young [cop. 1881]. 19cm. 1 p.l., [7]-94 p.

Copy: LC.

1882

GASKELL's compendium of forms, educational, social and commercial, embracing a complete self-teaching course in penmanship and book-keeping, and aid to English composition... By George A. Gaskell. St. Louis: R. S. Peale and Co. 1882. sq. 4°. xxiv, 27-586 p., 1 port. illus. 14th ed.

Copy: NYP.

HAND-BOOKS of society... New ed. New York, G. W. Carleton & Co. [cop. 1882.] 15.5cm. 3 v. in 1.

At head of title: The new diamond edition.

Copy: LC.

SENSIBLE etiquette and good manners of the best society... To which is added the art of writing... Ed. by Mrs. Jane Aster [pseud.]. New York, G. W. Carleton & Co. etc., etc. 1882. 20.5cm. 1 p.l., [9]-430, [29]-63 p. (Carleton's household library. v. 1.)

Also published under titles: The habits of good society, and The ladies' and gentlemen's etiquette book...

Copy: LC.

1883

THE AMERICAN letter writer, a complete and practical guide to polite correspondence for ladies and gentlemen, with instructions for punctuation, spelling, grammar, writing for the press, etc... [Henry Lewellyn Williams, compiler.] New York, Pub. for the trade [Hurst & Co. cop. 1883]. 17.5cm. 3 p.l., 11-97 p.

Copy: LC.

GASKELL's compendium of forms, educational, social, legal and commercial, embracing a complete self-teaching course in penmanship and bookkeeping and aid to English composition; together with the laws and by-laws of social etiquette and business laws and commercial forms... By George A. Gaskell. Boston, Alden, 1883. 645 p.

Copy: CU.

GUIDE to penmanship and letter writing, together with a brief treatise on cards and invitations by Prof. W. F. Parsons [William Franklin Parsons], C. W. Stone and Wm. C. Gage. Battle Creek, Mich., J. E. White, 1883. 24cm. 2 p.l., 25-41, [28], 59-66, [7], 69-130 p. illus. plate.

Copy: LC.

THE HOUSEHOLD encyclopedia of business and social forms, embracing the laws of etiquette and good society... Philadelphia, National Publishing Company [1883]. 572 p.

Copy: CU.

1884

DICK's society letter-writer for ladies, containing more than five hundred entirely original letters and notes, with appropriate answers...

Ed. by William B. Dick [William Brisbane Dick]. New York, Dick & Fitzgerald [cop. 1884]. 19cm. 268 p.

Copies: LC, NYP, YU.

GASKELL's compendium of forms, educational, social, legal and commercial... By George A. Gaskell... 31st ed. Chicago, Fairbanks, Palmer & Co. 1884.

Copy: HTM.

1885

THE COMPLETE letter writer; for ladies and gentlemen. Containing a complete collection of business letters, letters of introduction... rules for conducting public debates and meetings, &c. &c. A new compilation from original sources. [By C. H. Ludwig.] New York, H. J. Wehman, 1885. 19.5cm. 90 p. (The universal handbooks. no. 1.)

Copy: LC.

THE FASHIONABLE letter writer, original and selected, containing a variety of letters on love, courtship, marriage, relationship, business, friendship, etc., with forms of complimentary cards. To the whole are prefixed directions for letter writing; also a copious appendix of forms, bills, receipts. New York. J. Miller [1885?]. 17cm. viii, 166 p.

Copy: NYP.

GASKELL's compendium of forms, educational, social and commercial, embracing a complete self-teaching course in penmanship and bookkeeping, and aid to English composition... By George A. Gaskell. New York: Bryan, Taylor & Co. 1885. Sq. 4°. xxiv, 27-920 p. incl. plates (part col'd), tables.

Copy: NYP.

HINTS on letter writing. For the use of academies and for self-instruction. Adapted from the French of the author of "Golden sands." By Miss Ella McMahon. New York, Cincinnati [etc.] Benziger Brothers; London, R. Washbourne [etc., etc.] 1885. 15.5cm. 1 p.l., 201 p.

Copy: LC.

How to write a letter. Comprising observations on composing a letter... With forms of address to persons of all classes. For the use of schools and inexperienced letter writers. By G. E. Lazarre... New ed. Detroit, M. W. Ellsworth & Co., 1885. 18cm. 46 p.

Copy: LC.

INSTRUCTIONS in composition and letter writing. By J. M. Pile... Fenton, Mich., The author, 1885. 17½cm. 61 p.

Copy: LC.

MANUAL of correspondence and social usages. Containing instruction and examples in all

branches of letter-writing, forms of business-papers... To which are added sections on punctuation and the use of capitals; with some pages on grammar and spelling, and a chapter on the Chinese method of reckoning time. Specially adapted to self-instruction. By Kwong Ki Chiu... Shanghai, Wah Cheung; San Francisco, Wing Fung [etc., etc.] 1885. 21.5cm. xxii, [4], 276 p.

English and Chinese; added t. p. in Chinese.

Copy: LC.

WARD's letter writing: business forms for schools and academies. New York: American Book Company [cop. 1885-1891]. 8°. 4 nos.

Copy: NYP.

1886

THE CORRESPONDENT. By Jas. Wood Davidson, A.M. New York, D. Appleton and Company, 1886. 18cm. 110 p.

Copies: LC, NYP, R.

THE NEW YORK fashion bazar model letter-writer and lovers' oracle. [By John Elderkin.] New York, G. Munro [1886]. 18cm. 1 p.l., [vii]-xiii, [15]-157 p.

Copy: LC.

1887

GASKELL's compendium of forms, educational, social, legal and commercial, embracing a complete self-teaching course in penmanship and bookkeeping, and aid to English composition... and a guide to parliamentary practice, the whole forming a complete encyclopedia of reference... By Prof. G. A. Gaskell... New and rev. ed., edited by Loomis T. Palmer... Chicago, Fairbanks & Palmer Publishing Co., 1887. 27.5cm. xxvi, 27-920 p. incl. illus., plates (incl. 2 col'd), col'd diags., front. (port.)

Copy: LC.

PUNCTUATION and letter writing: containing, also, the rules for the use of capital letters... By Albert N. Raub... Philadelphia, Raub & Co., 1887. 18½cm. 92 p.

"This little work is a reprint of Part I, of the author's Practical rhetoric."

Copy: LC.

1888

THE AMERICAN letter-writer. A complete guide to correspondence on all subjects of every-day life, with an introduction on penmanship, orthography... containing a large collection of models of familiar letters... business letters... together with an exhaustive treatise on... bookkeeping... Milwaukee, Wis., G. Brumder [1888]. 19cm. vi, 360 p.

Copy: LC.

## 1888, continued

THE ÉLITE letter writer. A comprehensive assistant and instructor in correspondence on all the occasions of social life. Containing model letters, hints on punctuation, etc., etc. By F. M. Payne [pseud. of Thomas Joseph Carey]... New York, Excelsior Publishing House [cop. 1888]. 18cm. 3, 140 p.

Issued also under title: Payne's social letter writer. [By Thomas Joseph Carey.]  
Copy: LC.

ENGLISH-GERMAN model letter writer and book-keeper. A faithful companion in the various social and business relations and useful adviser at home and in schools. By Dr. Jacob Mayer. Philadelphia, I. Kohler, 1888. 19.5cm. [1], x, x, 244, 258 p.

Pages x and 1-244 pagged in duplicate. No. vi omitted in paging. English and German text on opposite pages. Added t. p. in German.

Copy: LC.

EVERYBODY'S letter writer: containing all necessary instructions in the art of letter writing together with numerous models of all kinds of letters. By the author of "Good manners" [Mary E. Nash]. Chicago, T. S. Denison [cop. 1888]. 19.5cm. 83 p.

Copy: LC.

THE WRITER'S handbook, a guide to the art of composition, embracing a general treatise on composition and style; instruction in English composition, with exercises for paraphrasing; and an elaborate letter-writer's vade mecum, in which are numerous rules and suggestions relating to the epistolary art. Philadelphia, J. B. Lippincott & Co. 1888. 20.5cm. 555 p.

Copy: NYP.

## 1889

THE ART of letter-writing, a manual of polite correspondence, containing the correct forms for all letters of a commercial, social or ceremonial nature, with copious explanatory chapters on arrangements, punctuation, grammatical forms, etc., etc., etc. By Jennie Taylor Wandle. New York, A. L. Burt [cop. 1889]. 15cm. 219 p.

Copy: LC.

BUSINESS and social correspondence. A text-book... By L. L. Williams and F. E. Rogers. Rev. [Rochester, N. Y., E. R. Andrews, printer.] 1889. 25.5cm. 1 p.l., 74 p.

Copy: LC.

DICK'S common sense letter-writer: containing three hundred and sixty sensible social and business letters... By William B. Dick. New York, Dick & Fitzgerald [!] [1889]. 16½cm. 200 p.

Copy: LC.

FROST'S twenty-five cent letter-writer: a complete collection of original letters and notes... By S. A. Frost. New York, Dick & Fitzgerald [!] [1889]. 17½cm. 2 p.l., [21]-166 p.

Added t. p.: Frost's original letter-writer... New York: Dick and Fitzgerald.

Copy: LC.

HINTS to a silent friend upon writing letters... [By Frances Bennet Callaway.] Buffalo, N. Y., P. Paul & Brother, printers, cop. [1889]. 10 × 16½cm. [26] p.

Several of the leaves printed on rectos only.

Copy: LC.

LETTER-WRITING: containing directions for the structure of the letter, punctuation, and use of capitals, with numerous examples, diagrams, forms, etc. For the use of teachers and pupils. By Ardelle M. Tozier... Farmington, Me., D. H. Knowlton & Co. 1889. 18cm. 77 p.

Copy: LC.

MANUAL of correspondence for schools and colleges and for self-instruction. Ed. by Seymour Eaton. 19th thousand. Boston, New England Publishing Co., 1889. 24cm. 60 p. (Teachers' help manual series. no. 2.)

Copy: LC.

THE VERY latest on letter writing and etiquette. By Mrs. W. M. Knight. n. p. [cop. 1889.] 22½cm. 44, [1] p.

Copy: LC.

WRITERS' reference hand-book. For popular use, comprising a manual of the art of correspondence, correct forms for letters of a commercial, social and ceremonial nature, with copious explanatory matter... and a handy dictionary of synonyms... By Jennie Taylor Wandle and H. C. Faulkner. New York, A. L. Burt [1889]. 19½cm. 219, 217 p.

Dictionary of synonyms has separate pagination.

Copy: LC.

## 1890

LETTER-WRITING, its ethics and etiquette, with remarks on the proper use of monograms, crests and seals. By Arthur Wentworth [Hamilton] Eaton... New York, F. A. Stokes Company, 1890. 16.5cm. 78 p. (Good form series.)

At head of title: Good form.

Copies: LC, NYP.

MODEL letter writer. J. S. Ogilvie Publishing Company, 57 Rose Street, New York.

Advertised in 1890 in *How to entertain a social party*, published by same firm.

PRACTICAL rules for punctuation, with directions and forms for letter writing for teachers and pupils... By H. W. Ellsworth... New York, Boorum & Pease [cop. 1890]. 20½cm. v, [1], 122 p.

Copy: LC.

THE WAY to write letters. Containing instructions how to write letters on any subject. New York, Street & Smith, 1890. 18½cm. 58 p. (On cover: Street & Smith's manual library. no. 4.)

Series title also at head of t. p.  
Copy: LC.

1891

FORMS of letter writing to be used in commercial and normal schools... By Lucia W. Raines... [2d ed.] Shenandoah, Ia., Kinsley & Stephens, 1891. 20cm. 52 p.

Copy: LC.

1892

THE ENGLISH letter-writer. By A. Harkovy. New York: Saphirstein & Katzenelenbogen, 1892. 8°. 96 p.

Copy: NYP.

1893

THE ART of writing letters, a manual of correct correspondence; arranged especially for the class room, and adapted to the use of private learners, by J. B. Duryea... 20cm. ix, [11]-176 p.

Copy: LC.

THE STANDARD letter writer for ladies and gentlemen containing a complete collection of business letters; letters of introduction... social letters... rules for conducting public debates and meetings. New York, M. J. Ivers & Co. [1893.] 19cm. 111, [1] p.

Copy: LC.

1894

FARRIAN complete penmanship, correspondence, business forms and book-keeping... By J. W. Farr [John Wesley Farr], author. [Atchison, Kan., Press of the Home Printing Co.] 1894. 22.5 x 17.5cm. 2 p.l., 3-284 p. illus.

On verso of t. p.: Farrian business course.  
Copy: LC.

1895

CHARM and courtesy in letter-writing. By Frances Bennett Callaway... New York, Dodd, Mead and Company, 1895. 17½cm. 3 p.l., 250 p.

Copies: LC, R, NYP.

MANUAL for training in letter writing and rhetoric, by Alfred Holbrook... Lebanon, O., C. K. Hamilton & Co. [cop. 1895.] 27.5cm. 2, [2] p., 4-32 numb. l.

Copy: LC.

1897

HINDS & NOBLE's new letter writer, showing the correct structure, composition, punctuation, and uses of the various kinds of letters. To which have been added a classified list of abbreviations, foreign words and phrases most

frequently used, and important postal information... New York, Hinds & Noble, 1897. 18cm. 1 p.l., [v]-vi, 161 p.

Copy: LC.

ILLUSTRATED book of objects. By W. C. Kanner. Reading, 1897.

Has a chapter on letter-writing in English and German. A second edition appeared in Reading, Pa., in 1900.

Copy: LC.

PRACTICAL letter writing. A text-book giving complete information regarding the construction, forms, punctuation, and uses of the different kinds of letters; also the correct forms and uses of notes and cards; together with exercises for practice... A reference book... By H. T. Loomis... Cleveland, O., The Practical Text Book Company [cop. 1897]. 20.5cm. 135 p. illus., plates.

The plates are sample letters.  
Copies: LC, RU.

WEBSTER's practical letter-writer, containing general directions for writing; also model letters... Together with Bible quotations, choice prose sentiments... Also a copious dictionary of synonyms, all the Latin, French, Spanish and Italian words and phrases usually met with; a full list of abbreviations... and a model of printers' proof corrections. New York and Chicago, H. J. Wehman [cop. 1897]. 18.5cm. 1 p.l., [5]-192 p. (The DeWitt series. no. 4.)

Copy: LC.

1898

BUSINESS and social correspondence. A text book for use in all schools in which the subject is taught. Revised. By Louis Lafayette Williams. Rochester, N. Y. [etc.] Williams and Rogers, 1898. 24cm. 74 p.

Copy: NYP.

SOCIAL letters: models for use in the higher grades of our Catholic schools. [Sisters of Notre-Dame.] Boston, Boston School Supply Company, 1898. 18cm. viii, 161 p.

Copy: LC.

1899

AMERICAN letter writer, English and Yiddish. By A. Harkavy. New York: J. Katzenelenbogen, 1899. 8°. 1 l., 302 p.

Copy: NYP.

BUSINESS letters in the simple reporting style of Graham's standard phonography. Series 1-2. New York: A. J. Graham & Co. [cop. 1899-1901.] 2 v. 12°.

Copy: NYP.

ENGLISH correspondence; for use in academies, normal schools, business colleges, public schools, etc., by W. W. Earnest, revised by H. M. Rowe... Baltimore: H. M. Rowe Co., cop. 1899. 12mo. 2 p.l., (1)4-116 p.

Copy: NYP.

*1899, continued*

LETTERS from queer and other folk, for boys and girls to answer, by Helen M. Cleveland... New York, The Macmillan Company; London, Macmillan & Co., Ltd., 1899. 18cm. 2 v. illus.

Copy: LC.

LETTERS from queer and other folk; a manual for teachers. By Helen M. Cleveland... New York, The Macmillan Company; London, Macmillan & Co., Ltd., 1899. 18cm. viii, 242 p.

Copies: LC, NYP.

STUDIES for letters, by Frances Bennett Callaway... Rochester, N. Y., Chicago, Ill. Williams & Rogers, 1899. 17.5cm. v, [3], 147 p.

Copy: LC.

TWENTY lessons in letter writing and business forms; for schools and private study. Chicago. 1899. 27.5cm. 84 p. illus.

Copy: LC.

## 1900

BOOK of love letters and how to write them, for ladies and gentlemen. Containing complete instructions relative to writing letters on love, courtship and marriage. Adapted to both sexes. <Wehman Bros.> Published by Wehman Bros., 126 Park Row, New York. n. d. [1900?] 18 x 12cm. 82 p. + 14 p. advts.

Col'd illus. paper covers.

Copy: NYP.

COMPLETE letter-writer or the new art of polite correspondence consisting in part of original letters of business, love, friendship, etc., with instructions how to write on any topic with elegance and ease. Adapted for both sexes. To which is added a new English grammar. Published by Wehman Bros., New York, n. d. [1900?] 18 x 12cm. 1 l., [7], 8-94 p. + 6 p. advts.

Col'd illus. paper covers.

Copy: NYP.

THE ETIQUETTE of correspondence, by Helen E. Gavit, being illustrations and suggestions as to the proper form in present usage of social, club, diplomatic, military, and business letters, with information on heraldic devices, monograms, and engraved addresses. New York, A. Wessels Company, 1900. 19.5cm. x, 214 p., 1 l. plates.

Copies: LC, NYP, HTM.

HANDY letter-writer containing, in the most plain and simple language, full directions and explanations for writing every kind of letter; whether relating to business, love, marriage, friendship, sickness, health, recommendations, introduction, or advertising, giving and accepting invitations, including full directions

for the composing, punctuating, addressing, sealing and stamping of letters and notes, with a large number of ready prepared letters on all subjects, and an extensive compendium of elegant poetical quotations, also a list of abbreviations, useful law forms, etc. Published by Wehman Bros., New York. n. d. [1900?] 18 x 12cm. 90 p. + 6 p. advts.

Col'd illus. paper covers.

Copy: NYP.

THE New century standard letter-writer; business, family and social correspondence, love-letters, etiquette, synonyms, legal forms, etc... By Alfred B. Chambers... Chicago, Laird & Lee [1900]. 20cm. 276 p., col'd front.

Copies: LC, NYP.

## 1901

BROWN's complete letter-writer for ladies and gentlemen; contains full directions for business correspondence, commercial forms, wills, notes, drafts... etc., including a complete dictionary of mercantile terms, by Charles W. Brown. Chicago, The Henneberry Co. [1901.] 19cm. 1 p.l., 258 p.

Copy: LC.

THE ESSENTIALS of polite correspondence; being a collection of accepted forms of address and salutation, together with other information regarding correct usage in social and official correspondence, with an introduction and chapter on accepted forms of address by Helen E. Gavit... New York, Belfast, Ireland, M. Ward Co. [1901.] 16cm. 48 p. illus., diagrs.

Copy: LC.

How to write letters; a manual of correspondence, showing the correct structure, composition, punctuation, formalities, and uses of the various kinds of letters, notes, and cards. By J. Willis Westlake... Philadelphia, C. Sower Company [1901]. 17½cm. 264 p.

Copy: LC.

LETTER writing: suggestions, precepts and examples for the conduct of business and social correspondence. By Agnes H. Morton... Philadelphia: The Penn Pub. Co. 1901. 15cm. 222 p.

Copy: NYP.

SHELDON's twentieth century letter writer, by L. W. Sheldon; an up-to-date and accurate guide to correct modern letter writing. New York, Street & Smith [cop. 1901]. 18cm. 1 p.l., v, [7]-133 p. (On cover: Diamond hand-book series. no. 1.)

Copy: LC.

## 1902

GRADED lessons in letter writing and business forms. Boston: Ginn & Company [cop. 1902]. 3 nos. 4°.

Copy: NYP.

1903

LETTERS and letter writing as means to the study and practice of English composition, by Charity Dye... Indianapolis, The Bobbs-Merrill Company, 1903. 20.5cm. 5 p.l., 226 p. Copies: LC, NYP.

MODERN letter writing; a complete course in business and social correspondence with numerous script-form illustrations. Arranged especially for use in public and private commercial schools and for home instruction. [Albany? 1903.] 20cm. 4 p.l., 168 p. Copies: LC, NYP.

STYLE manual for stenographers, reporters and correspondents... By Hugh Graham Paterson. Chicago. 1903. 8°. 116 p., 3 plates. Copy: NYP.

1904

THE ETIQUETTE of correspondence; being suggestions as to the proper form in present usage of social, club, diplomatic, military, and business letters... By Helen Elizabeth Gavit. New York: Baker & Taylor Co. [cop. 1904.] 12° x, 286 p. Copies: NYP, R.

1905

A LADY and her letters, by Katherine E. Conway. 6th ed. Boston, T. J. Flynn & Company, 1905. 16cm. 90 p. (Family sitting-room series.) Copies: LC, NYP.

1906

THE BOOK of correspondence; a collection of interesting and divers data for the desk. By Kendall Banning. New York: The Triptych. 1906. 8.5 x 6cm. 3 p.l., 9-48 p. Copy: NYP.

...PENMANSHIP, vertical penmanship, grammar, punctuation and capitalization, letter writing, proofreading, tabulating, title page composition. Scranton: International Textbook Co. [cop. 1906.] 23.5cm. vi, [531], viii-xviii p. incl. forms, tables, illus. (I.C.S. reference library. [v.] 124.) Copy: NYP.

THE POLITE letter writer; or, How to correspond on all subjects in a refined and elegant style. M. J. Ivers & Co., Publishers, 379 Pearl Street, New York City [circa 1906].

Advertised in *Little folks' speeches and dialogues* [Cover-title "Beadle's Dime little folks speeches and dialogues no. 17"], published by same firm.

1907

BOHEMIAN-AMERICAN letter writer; or, Directions to compose correctly, letters, documents, etc., which occur in the social relations and

business life of the United States. Chicago, Ill., A. Geringer [cop. 1907]. 20cm. 122 p. Added t. p. in Bohemian; Bohemian and English on opposite pages. Copy: LC.

THE GENTLEST art; a choice of letters, by entertaining hands, edited by E. V. Lucas... New York, The Macmillan Company, 1907. 17cm. xvi p., 1 l., 422 p., 1 l. Copies: LC, RU.

1908

BUSINESS letter-writer <Wehman Bros'>. <30 cents>. Wehman Bros., 158 Park Row, New York City. [1908?]

Advertised in Wehman Bros'. *Book of love letters*.

ENGLISH-CROATIAN letter-writer for the Croatian and Servian people in the United States... Allegheny, Pa., J. Marohnic, 1908. 23.5cm. 2 p.l., 3-185 p. illus.

Added t. p. in Croatian; English and Croatian in parallel columns.

Copy: LC.

...THE GREAT English letter writers; with introductory essays and notes by William J. Dawson and Coningsby W. Dawson... New York, Chicago [etc.]: Fleming H. Revell Company [cop. 1908]. 18½cm. 2 v. (*Their The Reader's library*. [v. I-II.]) Copy: LC.

LETTER-WRITING made easy for ladies and gentlemen. Showing plainly how to write letters upon almost every imaginable subject. Giving numerous examples of model letters upon love, friendship, business, and legal affairs, so that the most illiterate may easily learn how to compose an effective and correct epistle. Published by Wehman Bros., 126 Park Row, New York. Copyright MCMVIII by Wehman Bros. 18 x 12cm. 82 p. + 14 p. advts.

Col'd illus. paper covers.

Copy: NYP.

LETTER writing and model letters, by Alice Bannon. Syracuse, N. Y., C. W. Bardeen, 1908. 18cm. 3 p.l., [9]-85 p. Copy: LC.

MODEL letter-writer for ladies and gentlemen. Wehman Bros., 158 Park Row, New York City. <35 cents>. [1908?]

Advertised in Wehman Bros'. *Handy letter writer*.

SPELLING and letter writing, for use in commercial schools, normal schools, colleges, academies, and high schools. By H. T. Loomis. Cleveland, O., The Practical Text Book Company [1908?]. 20cm. vi, [3], 10-253 p. illus., forms.

Copy: LC.

UNIVERSAL letter-writer for ladies and gentlemen. <30 cents> Wehman Bros. 158 Park Row, New York City [1908?].

Advertised in *Webster's practical letter writer*, 1910.



1909

THE ART of social letter writing; twelve charming studies, by Josephine Turck Baker. . . Chicago, Ill., Correct English Publishing Company [cop. 1909]. 19cm. 93 p.

Copies: LC, NYP.

GOOD form in letter writing. Springfield: Whiting Paper Company, 1909. 12°. 31 p., 1 plate.

Copy: NYP.

1910

A DESK book on the etiquette of social stationery. By Jean Wilde Clark. New York: Eaton, Crane and Pike Co. [cop. 1910.] 16°. 2 p.l., 86 p., 2 l.

Copy: NYP.

THE SECOND post, a companion to "The gentlest art" [by] E. V. Lucas. . . New York, The Macmillan Company [1910]. 17cm. xi, 264 p.

Illustrated t. p. An anthology of letters.  
Copies: LC, NYP.

WEBSTER'S practical letter-writer containing general directions for writing; also model letters: family letters, children's letters, letters of friendship, letters of sympathy, love letters, soldiers' letters, business letters, letters of introduction, and model notes of invitation. Together with a copious dictionary of synonyms; also all the Latin, French, Spanish and Italian words and phrases usually met with; a full list of abbreviations, mottoes of the states, and a model of printers' proof corrections. Published by Wehman Bros., New York. n. d. [1910.] 18 x 12cm. 3 l., [15], 16-121 p. + 15 p. advts.

Col'd illus. paper covers.  
Copy: NYP.

1911

How to write letters in English and Lithuanian languages; a comprehensive and practical guide to correspondence. Showing the structure, composition, formalities and uses of various kinds of letters, notes and cards. Kaip rašyti laiškus lietuviškoje ir angliskoje kalbose. . . Suredagavo J. Laukis. Chicago, Ill., Spauda "Lietuvos," 1911. 20cm. 293 p.

Copies: LC, NYP.

NEW practical letter writing; a text book for use in schools, a reference book. . . By Henry T. Loomis. . . Cleveland, O., The Practical Text Book Company [cop. 1911]. 19½cm. 220 p. illus.

Sample letters inserted.  
Copy: LC.

SPECIMENS of letter-writing, selected and ed. by Laura E. Lockwood. . . and Amy R. Kelly. . . New York, H. Holt and Company, 1911. 17cm. xii, 274 p.

On cover: English readings.  
Copies: LC, NYP.

1912

THE MODERN business letter writer containing specimen business letters on a great variety of subjects, together with all the standard business forms used in modern commercial intercourse also concise and simplified rules for punctuation, the use of capital letters and the forms of salutation, courteous closing, addresses, etc. By Willis C. Parker, B.A. I. & M. Ottenheimer Publishers, Baltimore, Maryland [cop. MCMXII]. 18.5 x 13cm. 128 p.

Paper covers.  
Copy: NYP.

SCIENTIFIC method in letter writing; number forty-seven of a series of talks especially prepared for the Alexander Hamilton Institute. New York City, Alexander Hamilton Institute [cop. 1912]. 21.5cm. 27 p.

Copy: LC.

STANDARD up-to-date practical letter writer; a comprehensive and practical guide to correspondence, showing the structure, composition, formalities and uses of the various kinds of letters, notes and cards, by E. J. Strong, B.S. Chicago, Charles C. Thompson Co. [cop. 1912.] 19.5cm. 2 p.l., ii, 7-275, [4] p.

Copies: LC, NYP.

THE UP-TO-DATE universal letter writer, containing a large variety of specimen letters. . . also simplified rules for punctuation, the use of capital letters and the forms of salutation, courteous closing, addresses, etc., by Paul E. Lowe. . . Baltimore, Md., I. & M. Ottenheimer [cop. 1912]. 18cm. 243 p.

Copies: LC, NYP.

1913

THE ART of letter writing; a practical manual covering the whole field of correspondence, by Nathaniel C. Fowler, jr. . . New York, Sully and Kleinteich, 1913. 17.5cm. viii, [9]-207 p.

Copies: LC, NYP.

How to write a letter; a modern treatise, giving styles and forms for all kinds of letters. 129 letters on all subjects. . . New York, G. W. Dillingham Company [cop. 1913]. 19cm. 1 p.l., [5]-114 p.

Copy: LC.

1914

ARMENO-AMERICAN letter writer containing a large variety of model letters adapted to all occasions: letters of friendship, letters of congratulation and condolence, letters of love, business letters. Examples from great authors, by H. H. Chakmakjian. Boston, E. A. Yeran [cop. 1914]. 19cm. 440 p.

Added t. p. in Armenian and English text on opposite pages.  
Copies: LC, NYP.



CHINESE letter-writing for missionaries, by W. Arthur Cornaby. Shanghai, American Presbyterian Mission Press, 1914. 18cm. 1 p.l., ii, 44 p.

Copy: LC.

A LABORATORY manual of letters, by Thomas H. Briggs... Boston, New York, etc. Ginn and Company [cop. 1914]. 16cm. viii, 94 p.

Specimens of letters.

Copy: LC.

THE LETTER-WRITER's handbook, by John Rexburn. Chicago, Browne & Howell Company, 1914. 18cm. vi, 230 p. (The "practical" series.)

Copies: LC, NYP.

LETTER writing, business and social; a manual on the craft of letter writing with instructions and specimen letters. By H. Cramp, Ph.B. Philadelphia, The J. C. Winston Company [cop. 1914]. 19cm. vii, 168 p.

Copies: LC, NYP.

THE MAIL-MAN's message, by P. F. Sullivan; a volume intended to assist in the penning of a neat, plain and legible letter. Boston, The Roxburgh Publishing Company, Inc. [1914.] 20cm. 2 p.l., [7]-89, 2 p. incl. double table.

Copy: LC.

## 1915

How to make love the mystery of love making explained. The great secret of wooing and winning - together with a variety of notable and appropriate model love letters. By Joshua Whitcombe. Copyright, MCMXV, by I. & M. Ottenheimer. Mr. Luck's Curio Co. Roots, Herbs, Curio Candles, Occult Books and Incense. 207 North Michigan Ave. Chicago, Ill. 18 x 13cm. 95 p.

Cover-title, "How To Make Love." First cover-page with colored illustration.

Copy: NYP.

LADIES' letter-writer. The Arthur Westbrook Co., Cleveland, Ohio, U. S. A. [1915?]

Advertised for 12 cts. in *New tramp jokes*, published by same firm.

THE UP-TO-DATE letter writer. The Arthur Westbrook Co., Cleveland, Ohio, U. S. A. [1915?]

Advertised for 10 cts. in *New tramp jokes*, published by same firm.

## 1916

THE GORDON-DETWILER Spanish letter writer, by Grant Gordon and Justice B. Detwiler, assisted by Walter Vernier, A. Centeno Bárcena, Pedro Cezon and other members of the Gordon-Detwiler staff... San Francisco, Gordon-Detwiler Institute [cop. 1916]. 28cm. 1 p.l., 5-77, [1] p.

Copy: LC.

Najnowszy i najpraktyczniejszy listownik polsko-amerykański... The latest and most complete Polish and American letter writer; being a very useful guide to correspondence between the Polish and English speaking people on all subjects of every day life. Opracował T. C. Skaryszewski. Chicago, Ill., New York, Polish American Publishing Company [cop. 1916]. 18cm. 269 p.

Copy: LC.

PRACTICAL English for high schools, by William D. Lewis... and James Fleming Hosc... New York, Cincinnati [etc.]: American Book Company [cop. 1916]. 19cm. 415 p. illus.

Copy: LC.

## 1918

EFFECTIVE English and letter writing; a practical drill in the principles of grammar and their application to business forms, customs and usages, consisting of a series of carefully graded lessons that trace by easy steps the natural development of the subjects treated. Battle Creek, Mich., Ellis Publishing Company [cop. 1918]. 23cm. 106 p. illus. (forms.)

Preface signed: W. W. Kennedy, T. B. Bridges, authors.

Copy: LC.

THE KNACK of writing good letters; a short, practical course in the actual mental movements to make in the composition of any kind of letter. By Herbert Watson... New York, Business Book Concern [cop. 1918]. 20½cm. 5 v.

Copy: LC.

THE SOCIAL letter, by Elizabeth Myers. New York, Brentano's, 1918. 19cm. xiii p., 1 l., 147 p. tables.

Copies: LC, NYP, G.

## 1919

PUTNAM's phrase book; an aid to social letter writing and to ready and effective conversation, with over 100 model social letters and 6000 of the world's best English phrases, comp. and arranged by Edwin Hamlin Carr. New York and London, G. P. Putnam's Sons, 1919. 17cm. iv p., 2 l., 327 p.

Copy: LC.

THE UP-TO-DATE, practical letter writer. A comprehensive and practical guide to correspondence, showing the structure, composition, formalities and uses of the various kinds of letters, notes, and cards. By E. J. Strong... New York, Wiley Book Co. [cop. 1919.]

Copy: G.

1920

MILITARY correspondence, reports and orders, by Lucius Hudson Holt... Poughkeepsie, N. Y., The Clinton Press, cop. 1920. 20cm. 1 p.l., 73 p.  
Copy: LC.

...SOCIAL letters made easy, by Gabrielle Rosiere. New York, E. J. Clode [cop. 1920]. 1 p.l., 5-175 p. 12°. (Made easy series.)  
Copy: LC.

1921

...A COURSE in secretarial correspondence, divided into thirty lessons, by Stella Stewart Center... New York, Columbia University, 1921. 23cm.

At head of title: Columbia University in the city of New York.  
Copy: LC.

MILITARY correspondence, reports and orders, by Lucius Hudson Holt... assisted by James Joseph O'Hara... James Gilbert Taylor... and Clesen Henry Tenney... New York, Frederick A. Stokes Company [cop. 1921]. 19.5cm. 5 p.l., 208 p. illus. (forms), folded tables.  
Copy: LC.

THE NEW standard business and social letter-writer; business, family and social correspondence, refined love-letters, marriage proposals, acceptances and refusals, etiquette, synonyms, legal forms, etc., by Alfred B. Chambers... Chicago, Laird & Lee [1921]. 19.5cm. 1 p.l., xviii, 3-276 p., front., illus.  
Copy: LC.

...SCALES for measuring special types of English composition, by Ervin Eugene Lewis... Yonkers-on-Hudson, N. Y., World Book Company, 1921. 18.5cm. v, 144 p. tables (part folded). (School efficiency monographs.)

Issued also as thesis (P.H.D.)—Columbia University, 1921.

Bibliography: p. 141-142.

Copy: LC.

WHEN you write a letter; some suggestions as to why, when and how it should be done, by Thomas Arkle Clark... Chicago, New York [etc.]: B. B. Sanborn & Co. [cop. 1921]. 19.5cm. 1 p.l., 165 p.

Copies: LC, NYP.

1922

APPLIED business correspondence, by Herbert Watson. Chicago, New York [etc.] A. W. Shaw Company [cop. 1922]. 25cm. 1 p.l., [v]-xiv, 599 p. illus. diags.

Copy: LC.

THE BOOK of letters, what letters to write for every purpose, business and social. The etiquette of correspondence, by Mary Owens

Crowther. Garden City, N. Y., Doubleday, Page & Company, 1922. 21cm. xii p., 1 l., 272 p. illus. (forms.)

Copies: LC, NYP, G, HTM.

A DESK book on correct social correspondence and the etiquette of social stationery, by Caroline De Lancy. New York, Pittsfield, Eaton, Crane & Pike Company [cop. 1922]. 13cm. 3 p.l., 150 p.

Copies: LC, HTM.

A LETTER book, selected with an introduction on the history and art of letter-writing, by George Saintsbury. [4th impression.] London, G. Bell and Sons, Ltd.; New York, Harcourt, Brace and Co., 1922. 19cm. xii, 306 p.

Copy: LC.

1923

THE BOOK of letters; what letters to write for every purpose, business and social. The etiquette of correspondence. By May Owens Crowther. Garden City, N. Y.: Nelson Doubleday, Inc., 1923. 21cm. xii p., 1 l., 272 p. illus. (forms.)

Copy: NYP.

...PREPARATION of correspondence for the signature of the postmaster general. Washington, D. C. February 1, 1923. Washington, Gov. Print. Off., 1923. 23cm. ii, 10 p.

At head of title: Post Office Department.

Copy: LC.

1924

THE AMERICAN letter writer. Containing an anthology of original letters constituting a perfect guide to commercial and friendship correspondence, together with business and social forms and an exchange of model letters upon the tender passion between lovers. By Paul E. Lowe. David McKay Company, Publishers, 604-608 South Washington Square, Philadelphia, Pa. Copyright, 1924. 18.5 x 12cm. 64 p.

Paper covers. [25 cents].

Copy: NYP.

A BOOK of letters for young people. By Stella S. Center and L. M. Saul. New York. The Century Company. 1924.

Reference: United States Catalogue, 1928.

THE ETIQUETTE of letter writing, by Laura Thornborough [pseud.]. New York, N. Y., Newark, N. J., Barse & Hopkins [cop. 1924]. 19.5cm. xi, 13-183 p.

Copies: LC, NYP.

How to write love-letters <40 c.>. Shrewsbury Publishing Co. Chicago. [circa 1924.]

Advertised in *Business letters and how to write them*, 1928.

SOCIAL letters and etiquette of correspondence, by Carleton B. Case. Chicago, Shrewsbury Publishing Co. [cop. 1924.] 18cm. 156 p.

Copy: LC.

1925

THE LITERATURE of letters; famous literary letters as related to life, to the history of literature, and to the art of composition, selected and interpreted by John B. O'pdycke. Chicago, New York, Lyons & Carnahan [cop. 1925]. 18cm. 3 p.l., 5-504 p., 1 l., front.

Lettered on cover: Stratford classics.

Bibliography: p. 475-492.

Copy: LC.

1926

AMERICAN letter writing, by Ethel Shubert... Suggestions, precepts and examples for the conduct of business and social correspondence. Philadelphia, The Penn Publishing Company, 1926. 16cm. 216 p.

Copy: LC.

THE CHILDREN'S own book of letters and stories, by Maude Burbank Harding... Boston, Mass., Marshall Jones Company, cop. 1926. 19.5cm. 6 p.l., 221 p.

Copy: LC.

1927

CORRESPONDENCE, invitations and their replies, by Helen Hathaway [pseud.]. New York, N. Y., Home Makers' Bureau of People's Home Journal [cop. 1927]. 20.5cm. 1 p.l., 40 p.

Copies: LC, NYP.

1928

BUSINESS letters and how to write them. The modern improvements in business correspondence told in simple language. By Carleton B. Case. Shrewsbury Publishing Co. Chicago. Copyright, 1928. 18 x 12cm. 158 p. + 2 p. advts.

Paper covers.

Copy: NYP.

SUPREME letter writer; a guide to social and business correspondence with forms of addressing important personages, by Cay Vernon. New York, G. Sully and Company [cop. 1928]. 19½cm. xvii, 226 p.

Copies: LC, NYP.

1929

THE COMPREHENSIVE letter writer of commercial and personal correspondence; a complete and exhaustive volume on letter writing, embracing all forms of correspondence, business and social. A new and revised edition, containing an original collection of letters on all subjects. Also rules for conducting debate, postal rates, business law, maxims, interest

tables and an extensive dictionary of abbreviations. Chicago: Regan Publ. 1929. 18.5cm. 216 p.

On cover: Regan handbook series.

Copy: NYP.

SUCCESS in letter writing, business and social. By Sherwin Cody... New rev. ed. Rochester, N. Y., Sherwin Cody School of English. 1929. 17cm. xiv p., 1 l., 17-224 p.

Copy: NYP.

1930

How to write; meeting the needs of everyday life, by John Mantle Clapp...and Homer Heath Nugent... New York, The Ronald Press Company [cop. 1930]. 22cm. viii, 555 p.

Copy: LC.

LETTER writing, business and social; a manual on the craft of letter writing, with instructions and specimen letters, by H. Cramp, PH.B. [Helen Cramp.] Philadelphia, Chicago [etc.] The John C. Winston Company [cop. 1930]. 19cm. vii, 184 p.

Copy: LC.

THE SECRETARY'S handbook. By Sarah Augusta Taintor. 5th ed. New York, Macmillan Co. 1930.

Copy: HTM.

THE STANDARD letter writer, a manual of social and business forms...by R. B. Stern. Chicago, Laidlaw Brothers [cop. 1930]. 19cm. vi, 7-256 p.

Copy: LC.

WRITING letters, by Charles G. Reigner... Baltimore, Chicago, etc. The H. M. Rowe Company [cop. 1930]. 22½cm. 173 p. incl. front., illus.

Copies: LC, NYP.

1931

THE BLUE book of social and friendly correspondence, by Mary Owens Crowther. [Garden City, N. Y.:] Published by Doubleday, Doran & Company, Inc., for N. Doubleday, Inc. [cop. 1931.] 19.5cm. x p., 1 l., 225 p. incl. illus., plates.

"First edition."

Published in 1922 under the title: The book of letters.

Copy: LC.

EVERYDAY letters for every occasion [by] Edith Warwick. Racine, Wis., Whiteman Publishing Company [cop. 1931]. 16½cm. 3 p.l., 11-76 p.

Copy: LC.

A GUIDE to effective writing, by Peter T. Ward... New York, D. Van Nostrand Company, Inc. [cop. 1931.] 21cm. xi p., 1 l., 157 p. (Rapid guides to good English.)

Copy: LC.

1932

LETTER writing in practice; instructions, outlines and drills in writing business and social letters. By D. B. Marti. Lincoln, Neb., The Univ. Pub. Co., 1932. 26.5 x 20cm. 112 p. incl. forms.

Copy: NYP.

THE MISSIONARY'S manual of Chinese correspondence, compiled by Harold A. Weller... Shanghai, China Inland Mission, 1932. 18.5cm. 2 p.l., 16 p., 1 l., [1], 51, 51 p.

Title in English and Chinese.

"These examples have been prepared in simple wen-li... Each letter is also reproduced [on the opposite page] in the colloquial." — *Preface*.

Colloquial letters pagged with Chinese numerals.

Copy: LC.

SPEECHCRAFT: practical training in letter writing... Chicago, Ill., Speechcraft, Inc. [cop. 1932.] 19.5cm. 12 v. illus.

Copy: LC.

1933

SIMPLE letters for foreign born adults, by Sarah Elkus... and Babette S. Schwarz... New York, Chicago [etc.] C. Scribner's Sons [cop. 1933]. 25cm. 32 p. incl. forms.

Copy: LC.

1934

BETTER letters: an indispensable reference volume for students, and those in business who do not want to stand still, by John Irwin Billman... introduction by James Cloyd Bowman... Kansas City, Mo., The Executives Guild [cop. 1934.]. 23½cm. 289, [6] p.

Bibliography: p. 289.

Copy: LC.

INTERESTING letters, how to write them... by Sherwin Cody... New York, Chicago [etc.] The Gregg Publishing Company, cop. [1934.] 20.5cm.

Copy: LC.

SOME short observations for the Lady Mary Stanhope concerning the writing of ordinary letters, by Philip, second earl of Chesterfield... edited by W. S. Lewis... Farmington, Conn., Privately printed, 1934. 19.5cm. 2 p.l., 16 p., 2 l., front. (port.)

Half-title: Miscellaneous antiquities. no. 9.

"One hundred copies printed for Wilmarth Sheldon Lewis... Edmund B. Thompson, printer, Windham, Connecticut."

"Extracts of only about a sixth of... [the] observations are given." — p. 5.

Copies: LC, NYP.

TEACHING letter writing as a composition art: a teacher's manual for "Interesting letters," by Sherwin Cody, New York, Chicago, etc. The Gregg Publishing Company [cop. 1934]. 20½cm. 1 p.l., 45 p.

Copy: LC.

TEN talks: personality applied and expressed [by] J. J. Theobald... [Fort Wayne, cop. 1934.] 23.5cm. 76 p.

On cover: Talks on personality, applied and expressed. "Supplementing the author's course in 'personality and personalism.'" —

Copy: LC.

1935

GOOD letter-writing made easy [by] Judith Lanier... [New York, Reader Mail, Inc., 1935.] 18.5cm. 32 p., 1 illus. (Home service booklets. 114.)

"Books to help and inspire": p. 32.

Copy: LC.

THE LETTERS we write, by Emily Post. [Holyoke, Mass.] White & Wyckoff [cop. 1935]. 12 x 9cm. cover-title, 27, 1 p.

Copy: LC.

PERSONAL letters in business; a guide to correct usage, by John Mantle Clapp... New York, The Ronald Press Company [cop. 1935]. 21cm. v p., 1 l., 337 p.

Copy: LC.

1936

CORRECT social letter writing; twelve charming studies, by Josephine Turck Baker... Chicago, Ill., The Correct English Publications, Inc. [1936.] 19cm. 95, [1] p.

"New edition 1936." Published 1909 under title: The art of social letter writing.

Copy: LC.

THE HANDBOOK of social correspondence; notes, letters, and announcements for various occasions, by Sarah Augusta Taintor and Kate M. Monro. New York, The Macmillan Company, 1936. 21cm. vii p., 2 l., 3-307 p. illus.

"First printing."

Copy: LC.

1937

THE SECRETARY'S handbook; a manual of correct usage, by Sarah Augusta Taintor... and Kate M. Monro... 5th ed., completely reset and rev. New York, The Macmillan Company, 1937. 21cm. xiv p., 1 l., 512 p. illus.

Includes bibliographies.

Copies: LC, NYHS, RU.

SUCCESS in letter writing, business and social, by Sherwin Cody... Rochester, N. Y., Sherwin Cody School of English, 1937. 17.5cm. x, 11-155, [5] p.

Blank pages for "Memo." [5] at end. In manuscript on t. p.: Second edition.

Copy: LC.

TAKE a letter please! A cyclopedia of business and social correspondence, by John B. Opdycke... New York and London, Funk & Wagnalls Company, 1937. 22cm. ix p., 2 l., 479 p. illus.

Copies: LC, NYP.

## 1938

How to write good social letters, a modern guide to good form, by Marianne Mead... Cleveland, O., New York, The World Syndicate Publishing Company [cop. 1938]. 20½cm. 4 p.l., 2 p., 1 l., 3-255 p.  
Copy: LC.

SUCCESSFUL letter writing, business and personal, by Aline E. Hower. Garden City, N. Y., Doubleday, Doran & Company, Inc., 1938. 20cm. x p., 1 l., 289 p.  
"First edition."  
Copy: LC.

## 1939

THE HANDBOOK of social correspondence; notes, letters, and announcements for various occasions. By Sarah Augusta Taintor and Kate M. Monro. New York, The Macmillan Company. 1939. 21cm. vii p., 2 l., 3-307 p. illus.  
Copy: NYP.

Post haste: a manual for modern letter-writers. By Mary C. Foley... and Ruth G. Gentles... Illustrations by Chichi Lasley. New York and London, Harper & Brothers, cop. 1939.  
Copy: G.

THE SECRETARY'S handbook; a manual of correct usage, by Sarah Augusta Taintor... and Kate M. Monro... 5th ed., completely reset and rev. New York, The Macmillan Company, 1939. 21cm. xiv p., 1 l., 512 p. illus.  
Includes bibliographies.  
Copy: LC.

## 1940

How to write letters for all occasions. By Lloyd E. Smith. Haldeman-Julius Company, Girard, Kansas. <Little blue book no. 855> Copyright, n. d. [circa 1940.] 12.5 x 8.5cm. 64 p.  
Paper covers.  
Copy: NYP.

How to write love letters. By Leo Markun. Haldeman-Julius Publications, Girard Kansas. <Little blue book no. 1244>. Copyright n. d. [circa 1940.] 12.5 x 8.5cm. 64 p.  
Paper covers.  
Copy: NYP.

LETTER problems simplified, by Kitty Warfield... Los Angeles, Lymanhouse [cop. 1940]. 19cm. 2 p.l., 7-70 p.  
Copy: LC.

## 1941

How to write letters (formerly The book of letters). A complete guide to correct business and personal correspondence, by Mary Owens Crowther. Garden City, N. Y., Garden City Publishing Company, Inc. [cop. 1941.] 20.5cm. xii p., 1 l., 287 p. illus.  
Copy: LC.

How to write letters for all occasions [by] Cynthia Sanderson... [New York, Home Institute, Inc., 1941.] 23cm. 40 p. illus. (Home institute booklets. 27.)  
Copy: LC.

MAKING words work for you, by Lloyd Edwin Smith... Garden City, N. Y., Blue Ribbon Books [1941]. 20½cm. xi, 372 p.  
Copy: LC.

## 1942

How to write letters for all occasions. Business letters, by Alexander L. Sheff... Social letters by Edna Ingalls... New York, The New Home Library [1942]. 21cm. x, 278 p.  
Copies: LC, NYP.

## 1943

A GUIDE to intimate letter writing. By Jeanne Georgette. Cambridge House, New York. cop. [1943.] 20 x 13cm. 192 p.  
Paper covers.  
Copy: NYP.

How to write better letters. By Marcel M. Swartz, direct mail consultant. Franklin Watts, Inc. 285 Madison Ave., New York. Copyright 1943. 27 x 21½cm. 96 p.  
Yellow paper covers. Lithoprinted text.  
Copies: NYP, LC.

How to write a letter. A complete letter writer for ladies and gentlemen. A perfect guide. All kinds and forms of epistolary correspondence... <25 cents>. I. & M. Ottenheimer, Baltimore, Md.  
Reference: Advertised in 1943 I. & M. Ottenheimer catalogue.

How to write love letters. Edited by Walter S. Keating. Revised ed. Stravon Publishers, New York, N. Y. [cop. 1943.] 19.5 x 14cm. 96 p.  
Paper covers.  
Copy: NYP.

LETTER writing in wartime. "How and what to write about." By G. A. Reeder. Foreword by John Kieran. Books, Inc. [New York, N. Y.] 1943. 20 x 13.5cm. + 226 p.  
Cloth covers.  
Copy: NYP.

SOCIAL letters and etiquette of correspondence. By Carleton B. Case <40 cents>. 12mo. 160 p.  
Paper covers.  
Reference: Advertised in 1943 I. & M. Ottenheimer catalogue.

THE UP-TO-DATE letter-writer, containing simplified directions for writing letters, with proper forms of salutations, courteous closing, addresses, etc. Also, practical demonstration of the rules for punctuation, use of capitals and model letters, covering a wide range of subjects. <25 cents>. I. & M. Ottenheimer, 114 South Street, Baltimore, Md.  
Reference: Advertised in 1943 I. & M. Ottenheimer catalogue.

## UNDATED LETTER-WRITERS

AMERICAN fashionable letter-writer. Boston,  
G. W. Cottrell. n. d.  
Copy: AAS.

BOOK of love letters and how to write them.  
For ladies and gentlemen... n. p., n. d.  
Cover-title: Model book of love letters...  
Copy: YU.

THE COMPLETE letter-writer... [Charles Wal-  
ter Brown.] Chicago, n. d. 19cm. 319 p.  
Copy: NYS (missing).

GOOD letter-writing made easy. By Judith La-  
nier. Copyright by Reader Mail, Inc. Printed

in U. S. A. [Home service booklet no. 114.]  
18 × 12cm. 32 p.  
Paper covers.  
Copy: NYP.

LADIES and gents' letter writer and guide to  
polite behaviour. Boston, Cottrell, n. d.  
Copy: UP.

MODEL letter writer. J. A. Waldo. New York,  
n. d.  
Copy: AAS.

POCKET letter writer. Boston. n. d.  
Copy: AAS.





















UNIVERSAL  
LIBRARY



142 140

UNIVERSAL  
LIBRARY